

**REGION IV**  
**EMERGENCY**  
**MANAGEMENT PLAN**



**REGION IV**  
**ATLANTA, GEORGIA**  
**2004**

# REGION IV EMERGENCY MANAGEMENT PLAN

## ATLANTA, GEORGIA

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# **REGIONAL EMERGENCY MANAGEMENT PLAN (REMP)**

## **REGION IV, ATLANTA GEORGIA**

### **SECTION I. REGIONAL AND NATIONAL OVERVIEW**

#### **I. PURPOSE**

OSHA's Region IV Emergency Management Plan (REMP) establishes procedures and policy for OSHA's Regional Office and Area Offices during responses to significant emergencies occurring within Region IV. The REMP identifies and ensures designation of key area office and regional office roles and responsibilities. In addition, the REMP outlines procedures to ensure that trained and equipped personnel and logistical and operational support are in place to achieve OSHA's role as the primary federal agency for the coordination of technical assistance and consultation for emergency response and recovery worker health and safety.

The REMP establishes OSHA's Region IV Emergency Preparedness Committee and prescribes how the Regional Office will support Area offices and State Plan States within Region IV in a large-scale response and recovery effort. It also establishes a model for each Area Office and State Plan State within the region to create an Emergency Contingency Plan and proactively coordinates with Area Offices and State Plan States to ensure that roles and responsibilities for Federal, State, and local assets are coordinated and complimentary.

#### **II. SCOPE**

The policies and procedures identified in this plan cover OSHA's support, assistance, and resources available during regionally significant events. These types of events could result in an emergency declaration under section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5206 (the "Stafford Act") and the activation of the Federal Response Plan (FRP) or similar requests by the Department of Homeland Security. Emergency declaration under the Stafford Act may be issued for a variety of natural and technological disasters. This plan primarily addresses Regional Office support and assistance to OSHA Area offices and/or State Plan States within Region IV during emergency declarations, which may, in some instances, be in conjunction with a declaration regarding a national emergency.

The primary operational and functional procedure for the Regional Office to effect this policy is the Regional Emergency Management Plan (REMP). The REMP describes the procedures that the Region will follow in the event it is necessary to respond to such an event. The REMP is designed for large-scale catastrophic events, primarily terrorist acts, but can be implemented at the regional or local office level in response to small-scale events. The REMP may be activated fully or partially, depending on the circumstances of the incident.

If an incident should occur in a State Plan State, the State will [~~likely~~] have primary authority *within its jurisdiction*, with varying levels of Federal OSHA assistance. State Plan States will also have jurisdiction for State and local government employees in their States, including State and local emergency responders, workers over which Federal OSHA has no direct authority. The REMP

establishes a framework for OSHA and our State Plan and Consultation Project partners to plan for coordinated response and to share technical resources. The REMP will include the specific agreements reached with each State Plan for response to a covered event occurring within that State.

### **III. MISSION**

The Regional Office is committed to providing available resources (personnel and equipment) to support and assist; Area offices, State Plan and Consultation Project offices, and other federal agencies/organizations within Region IV to fulfill OSHA's role during a significant disaster. The Regional and National Offices are capable of providing technical expertise, equipment, and other resources as follows:

The Regional and/or National Offices can provide technical expertise and advice regarding first responder and site worker health and safety using several predesignated teams of personnel that may be deployed by the National Office or Regional Office at the request of a Regional Administrator or other federal organization.

The Regional and/or National Office can provide internal support to Regional/Area/State Plan/Consultation Project offices for scheduling and staffing requirements, public information and communication, transportation and lodging, and emergency procurement.

The Regional and/or National Office will make available requested equipment and laboratory resources to augment those already committed at the event site by Regional Offices and/or other federal organizations.

The Regional and/or National Office will provide technical and equipment support once a request is made and the National Office Emergency Coordinator determines that support is warranted.

The Regional and/or National Office will ensure that allocated resources (both personnel and equipment) arrive at the event location within the shortest possible time of a granted request, usually within 24 hours.

The Regional office will provide regional level interagency coordination to support the Area Office and/or the State Plan States in support of a request from either office. The National Office, at the request of the Regional Administrator, will provide national level interagency coordination to support the regional response.

### **BACKGROUND**

Based on the knowledge, experience, and success gained by OSHA's responses to catastrophic events a REMP has been developed. The REMP was created in response to the need for cohesive, modular, and scalable emergency response protocol that prepares the Region for a large-scale sustainable response and creates the framework for an internal incident command structure that should be utilized at lesser responses.

### **REGION IV OSHA RESPONSE**

In order for OSHA, Region IV, to effectively manage and respond to large-scale events, particularly those that may involve more than one office or State and have the potential to quickly overwhelm the resources of a single entity, it is vitally important for OSHA to be fully prepared.

**Region IV, OSHA will respond within the Incident Command/Unified Command structure to regionally, and nationally covered events [~~significant emergencies/catastrophes~~] as called upon to do so during the emergency, in a cooperative role in providing technical assistance and consultation, or an enforcement role as deemed necessary and appropriate, to coordinate the protection of worker safety and health. This policy is consistent with and supports OSHA's role within FEMA's Federal Response Plan and the National Emergency Management Plan (NEMP).**

*When the REMP is activated, any decision to discontinue consultation and assistance in favor of enforcement, including at what point during an incident this transition should occur, if at all, will be made by the Regional Administrator in consultation with the Assistant Secretary, or by the state designee.*

OSHA's primary responsibilities at the site *during the emergency* (or *during the course of the implementation of the REMP*) will be to provide leadership, advice on needed safety and health monitoring, respirator distribution, respirator fit-checking and fit-testing, job hazard analysis based on information provided by the first responders and site workers, personal protective equipment distribution and worker health and safety risk management expertise. OSHA will work with other Federal, State, and City officials as part of the Unified Command and also work in partnership with the private sector to create a site health and safety plan that will fully address the issues that are or may be confronted and assure implementation of the plan. *In state plan states with enforcement coverage of public and private sector employees, enforcement may be utilized to assure implementation of the plan.*

Federal OSHA support and assistance procedures for Regions and the National Office during significant events are identified in CPL Directive 2.94 – OSHA Response to Significant Events of Potentially Catastrophic Consequence (July 1991). Procedures identified in the REMP and the NEMP expand on those specified in CPL 2.94, particularly OSHA's assistance and guidance roles as part of the Federal Unified Command during emergencies.

This section of the REMP outlines the roles and functions that Federal OSHA Regional and area offices will assume while planning for and responding to a covered event. Specific Regional/Area response procedures are identified in this REMP. The National Office will also have a role during any declared Regional emergency which requires the activation of the REMP.

#### **A. Assistant Secretary of Labor for OSHA**

The Assistant Secretary will perform the following functions to ensure **proactive planning for the implementation of the NEMP**.

Appoint members of the Emergency Preparedness Executive Steering Committee (refer to Section XI of the NEMP for description of committee).

In coordination with executive staff, ensure that the responsibilities outlined in the NEMP are established and planning functions are executed proactively.



The Assistant Secretary, or his/her designee, is OSHA's National Office Emergency Coordinator. He/she will perform the following functions **during a covered event**:

In conjunction with an affected Regional Administrator and appropriate executive staff members, determine if a declared emergency warrants Federal OSHA support/assistance and whether to activate the NEMP.

Accept mission assignments from the Department of Homeland Security (DHS) and other federal organizations under the National Response Plan (currently under development).

Coordinate with appropriate executive staff members to define OSHA's mission and objectives during an event, including accepted mission assignments, and allocate Federal OSHA resources (personnel and equipment) to accomplish these. Resource allocation will include consideration for supporting multiple covered events or fulfilling multiple Mission Assignments, when necessary.

Activate the OSHA Emergency Operations Center Plan (See Section IX OF THE NEMP) and identify staffing level necessary.

Designate an individual to act as the primary contact for the Regional National Office Liaison and other federal organizations until the Emergency Operations Center Plan is implemented and the Center is staffed.

Activate the Crisis Communication Plan when necessary (See Appendix G).

Implement the OSHA Continuity of Operations Plan (COOP), when necessary.

Coordinate with the Department of Labor Office of Emergency Management and provide an OSHA representative to staff the DOL Emergency Operations Center to ensure effective coordination, when necessary.

## **B. Regional Administrator**

The Regional Administrator (RA) will perform the following functions to proactively plan and prepare to support and provide assistance during a covered event:

Develop a Regional Emergency Management Plan (REMP) that identifies the Regional/Area/State Plan/Consultation Project response resources and how these will be allocated and managed to provide worker health and safety support during a covered event.

Direct the update of the REMP as necessary.

Designate key personnel (Federal and State) to fill the roles and complete the functions specified in the REMP during a covered incident.

Provide designated personnel (Federal and State) with training necessary to perform their assigned roles/functions and implementation of the REMP. Training will include participation in field and table top exercises.

Designate key senior personnel (Federal and State) to act as Risk Managers and provide these individuals OSHA Risk Management Training.

Develop a list of safety and health technical experts qualified to provide needed advice and support, equipment, and other resources within the Regional, Area, State Plan, and Consultation Project offices. This list shall be included in the REMP and be provided to the Director, Directorate of Science, Technology, and Medicine, and the Director, Office of State Programs.

Involve State Plan and Consultation Projects in all aspects of OSHA's Homeland Security preparations, and share technical assistance as requested.

Coordinate and develop a predetermined protocol for integration and coordination with each State Plan Program Director/Administrator during a covered event occurring in the State or elsewhere in the Region. Identify mutual expectations for support and delineate mutual responsibilities. A summary of these agreements shall be included in the REMP, and be provided to the Directorate of Cooperative and State Programs.

Coordinate with other Federal, State, and local government emergency management and response organizations to communicate OSHA response resources and capabilities and identify staffing needs within these organization's Emergency Operations Centers or equivalent. Through this coordination the RA will identify opportunities and ensure participation in joint planning meetings and preparedness exercises. In State Plan States, communication with State and local government entities (i.e., State Emergency Management Organizations, SERCs, LEPCs) should be coordinated with the State Plan Program Director/Administrator.

The Regional Administrator, or his/her designee, will perform the following **functions during** a covered event:

- ✓ Determine the need for Regional/Area Office support and assistance during an incident and implement the REMP;
- ✓ Contact and coordinate with the Assistant Secretary, or his/her designee, to request additional National Office support and resources, when necessary;
- ✓ If the covered event occurs in a State Plan State, contact and coordinate with the local Federal OSHA Area Office and the State Plan Officials to determine roles and responsibilities in accordance with the agreements as documented in the REMP.

### **C. State Plan States**

The State Plan States will perform the following functions to proactively plan and prepare to support and provide assistance during a covered event:

- ✓ Coordinate with the Regional Administrator and local Federal OSHA Area Office/Area Director to develop a predetermined protocol for integration and coordination during a covered event, and mutual expectations for support, including emergency contact and REMP activation procedures;
- ✓ Provide State Plan with advance notification of Federal OSHA presence in the State;
- ✓ Delineation of Federal and State Plan mutual responsibilities in response to an event in the State.

Identify whether the State is:

Able and willing to provide lead occupational safety and health support to response workers independently, with Federal OSHA providing liaison at the regional and/or national level;

Able and willing to provide lead occupational safety and health support response with Federal OSHA assistance;

Requesting that Federal OSHA assume lead response with State assistance.

Specifically address expected assistance roles including:

- ✓ Advice on Safety Monitoring;
- ✓ Advice on Health Monitoring;
- ✓ Respirator distribution and fit testing;
- ✓ HASP oversight and maintenance;
- ✓ Delineation of responsibility of coverage of private, and State and local government entities;
- ✓ Address any differences in nature and extent of State Plan involvement.

A description of mutual expectations for support, including:

- ✓ Available resources, such as personnel and equipment, that will be allocated by the Regional Office and the State Plan during a covered event;
- ✓ Any agreements to provide support in events in other States and/or Regions;
- ✓ A strategy for coordinated outreach.

A State Plan State will perform the following functions during a covered event:

Coordinate with the local Area Director and/or Regional Administrator to implement the predetermined protocols for integration and coordination during a covered event.

#### **D. Consultation Projects**

The Consultation Project will perform the following functions to proactively plan and prepare to support and provide assistance during a covered event:

Coordinate with the local Area Director and/or Regional Administrator to develop expectations for support and available resources.

The Consultation Project will perform the following functions during a covered event:

Coordinate with the local Area Director and/or Regional Administrator to provide personnel and resources based on the expectations identified during planning.

**E. Regional Director, Office of Public Affairs**

Upon request by the Regional Administrator the Regional Director, Office of Public Affairs (OPA) will assist the OSHA Regional Administrator with responses to the Press and other inquiries while operating under the **REMP**:

**VI. EMERGENCY OPERATIONS CENTERS**

The National Office Emergency Operations Center (EOC) serves as the central location for internal National Office command and control during a covered event. When initiated by the Assistant Secretary, or designee, it will function as OSHA's National Command Post during a response. The EOC coordinates with the Office of Emergency Management (OEM), and other federal operation centers. The EOC facilitates the coordination of safety and health technical experts, equipment, and other resources through centralized operations. The EOC provides a single point of contact for Regional and federal organizations requesting support and allows for the allocation of resources from multiple Directorates to meet these requests. The EOC structure ensures that Regional Administrators, State Plan Program Officials, Consultation Project, and other federal organizations need make only a single call to identify and initiate a request for personnel, equipment, and other resources. The EOC structure also provides for the coordination of incoming and outgoing information about event circumstances and environment to ensure information validity and consistency. During multiple covered events or during an event where resources are requested by multiple organizations, the EOC structure provides the means for exchanging relevant information for prioritizing response requests and allocating Federal OSHA resources accordingly. The key personnel, critical operations, and physical location and equipment requirements for the EOC are outlined in the EOC Plan, located in Appendix C of the NEMP.

**NATIONAL OFFICE SAFETY AND HEALTH TECHNICAL EXPERTISE AND RESPONSE RESOURCES**

**Safety and Health Technical Expertise**

The Regional Administrator, or designee, will ensure that the appropriate personnel are dispatched to support Area Office and/or State Plan State efforts and those of other federal organizations to protect workers and communicate with the public during a covered event. To provide support quickly and efficiently, OSHA has

identified personnel within the various Directorates, Regions, State Plans and Consultation Projects with unique skills, knowledge, and experience in: providing advice to emergency responders and clean-up workers on issues, such as; Weapons of Mass Destruction, medical monitoring and prophylaxis, sampling and analytical methods, PPE, and other key topics. These individuals are identified in the Comprehensive Safety and Health Technical Expert Lists located in **Appendix J** of the National Emergency Management Plan (NEMP). Additionally, individuals with these unique skills, knowledge and experience located within Region IV are listed in **Appendix E** of this REMP.

### Specialized Response Teams

Specialized Response Teams at the national level are comprised of internal technical experts with additional skills, training, and knowledge about a specific class of weapons of mass destruction and structural collapse. These teams also have access to the specialized PPE and monitoring equipment appropriate for the agent/hazard considered their team specialty. Specialized Response Teams have been assembled, equipped, and trained to respond to covered events involving the following: Chemical Agents, Toxic Industrial Chemicals, Biological Agents, Ionizing Radiation, and Structural Collapse Hazards. The structure, resources, and additional training for each Specialized Team are described in **Appendix K** of the NEMP and are available upon request from a Regional Administrator or the State Plan State Program Director/Administrator.

## **PLAN REVISION AND UPDATE**

Region IV policy is to evaluate the effectiveness of the policies and procedures outlined and the resources identified in this REMP each time they are implemented or utilized. Within 90 days of the conclusion of OSHA operations initiated under the REMP, the Regional Administrator will cause a Regional OSHA critique among the appropriate Regional, Area office, State Plan and Consultation Project personnel. This critique process may necessitate the inclusion of State Plan, Consultation Project, and Federal Agency Stakeholders. Each person involved in the critique will identify the critical “lessons learned” identified during the critique and assist in summarizing these in a written report. The group will provide the written report to the Regional Administrator, Deputy Regional Administrator and the **Regional Emergency Preparedness Committee** for review. Based on the outcome of their review, the **Regional Emergency Preparedness Committee** will evaluate and revise the REMP as necessary.

The Emergency Contact Lists, Safety and Health Technical Expert Lists, and other applicable information contained in REMP Appendices will be reviewed and updated every year, or as critical information changes, whichever comes first.

## **DEVELOPMENT OF THE REGION IV REMP**

The development and implementation of the Region IV REMP will be used as a means for strengthening Regional/Area Office response planning, organization, and management during future events or catastrophes. The model REMP (contained in Appendix B of the NEMP) was utilized as a guide in the development of the Region IV REMP and includes many of the elements identified by Region II as critical for a successful command and control structure necessary for managing and responding to significant events. Key objectives for the Region IV REMP include:

- ✓ Identifies the types of events that the Regional Office is equipped to support and the types of events the Regional Office requires additional National Office assistance to support (e.g., an ionizing radiation event);
- ✓ The Regional Office's response resources (technical expertise and equipment), including those of State plan and Consultation Projects within Region IV that have agreed to share State resources;
- ✓ The Regional Office's critical coordination efforts with the other regional offices of federal response agencies (e.g., regional FEMA, regional EPA, RRT, etc;)
- ✓ How the Regional Office and each State Plan State in Region IV anticipate supporting one another during a covered event. To achieve this, the REMP includes the predetermined protocol for integration and coordination with each State Plan State during a REMP/NEMP threshold level response occurring in that State, including lead agency determination; a response occurring in that State, including lead agency determination; a description of how site health and safety will be addressed in each State Plan State; available resources; expectations for mutual support during an event in the State or elsewhere in the Region; and a plan for outreach to state and local government entities;
- ✓ Critical actions and concerns to be addressed by Region IV OSHA during the first 24 hours of the response;
- ✓ A summary of the predetermined protocol for integration and coordination with State Plan State officials during a REMP threshold level response.

Region IV will share the REMP with other federal, and state and local response agencies including, but not limited to: regional FEMA offices, regional EPA offices, RRTs, State and local emergency management agencies, and State and local emergency planning committees. In State Plan States, this activity will be coordinated through the State Plan Officials and DCSP.

## **SECTION II. REGIONAL EMERGENCY MANAGEMENT PLAN**

- I. Purpose:** The Region IV Emergency Management Plan has been developed in order to allow for a coordinated response to any level of emergency situations that may rise within Region IV, whether in a Federal enforcement State or a State Plan State within the region.

To effectively manage such a response, the Regional Administrator has established a Region IV Emergency Operation Center (EOC), which will provide leadership, organization and coordination of OSHA's response to any emergency occurring in Region IV. (Please refer to Appendix D for details on the Region IV EOC)

The key personnel, critical operations, and physical location and equipment requirements for the Regional EOC are outlined in the Regional EOC Plan, located in **Appendix D & J** of the REMP.

A core group will be assembled during each such emergency, which will consist of; the Regional Administrator, Deputy Regional Administrator, Assistant Regional Administrators for Enforcement Programs, Cooperative Programs, and Administration and Management, and the Regional Director, Office of Public Affairs. Other individuals may also be requested to participate as needed, such as; Labor Liaison Coordinator, Regional Solicitor, etc.

This group will review events regularly throughout the emergency event to assure that effective response is being achieved, as necessary, to obtain the best possible results and efficient use of resources that are available to provide advice and support to the first responders.

- II. Scope:** The policies and procedures identified in this Plan cover Region IV OSHA's support, assistance, and resources available during regionally significant events. This Plan primarily addresses Regional Office support and assistance to OSHA Area Offices and State Plan States within Region IV during emergency situations, which may, in some instances, be in conjunction with a declaration regarding a national emergency.

The primary operational and functional procedure for the Regional Office to effect this policy is the Regional Emergency Management Plan (REMP). The REMP describes the procedures that the Region will follow in the event it is necessary to respond to an event.

The REMP may be activated fully or partially, depending on the specific circumstances of the incident. The Plan may be implemented at Regional Office or Area Office level in response to small-scale events.

If an incident occurs in a State Plan State within Region IV, the State will have primary authority, unless the event falls within Federal OSHA's jurisdiction. Various levels of Federal OSHA assistance would be made available in accordance with the need of the

incident and the specific request made by an affected State. State Plan States will always have jurisdiction for State and local government workers within their State, including State and local emergency responders, workers over which Federal OSHA has no jurisdiction. (See Appendix ## for specific State Agreements.)

- III. Implementation:** The Region IV REMP may be activated whenever the President invokes the Federal Response Plan (FRP) and the National Contingency Plan (NCP) for catastrophic events which may affect Region IV. The Regional Administrator will determine when to activate the Regional REMP in response to other types of catastrophic events *under federal jurisdiction*, which may affect the safety and health of emergency responders and/or workers/employees. *In those states having state plans, with the covered event within the state's jurisdiction, the REMP may be activated whenever the President invokes the Federal Response Plan (FRP) and the National Contingency Plan (NCP) for catastrophic events, or at the request of the designee.*
- IV. Activation of the Plan:** Upon notification of a catastrophic event the Regional Administrator (RA) or the Deputy Regional Administrator (DRA), will make a determination regarding the activation of the REMP. Upon activation of the REMP the RA or DRA will immediately identify and assign key staff to specific functions that will report directly to them. *When the REMP is activated, any decision to discontinue consultation and assistance in favor of enforcement, including at what point during an incident this transition should occur, if at all, will be made by the Regional Administrator in consultation with the Assistant Secretary, or by the state designee when the incident is within his jurisdiction.*
- V. Roles and Responsibilities:** The following describes the roles and responsibilities of key OSHA response personnel during an emergency incident.

The key roles are: **Incident Commander and/or Co-Incident Commanders** to lead and manage the OSHA response operation, **Internal Safety and Health Coordinator** to ensure the protection of OSHA staff responding to the event, and an **Information and Communications Coordinator** to work directly with the RA/DRA and the Regional Director, Office of Public Affairs. The RA/DRA will also immediately notify the National Office upon activation of the REMP. The Regional Administrator or Deputy Regional Administrator will be the **National Office liaison**. The EOC will be activated once the National Office has been notified and concurrence is received.

Depending on the extent of the emergency the RA/DRA may need to identify additional key individuals for roles to implement specific functions at the site. These include: Logistics and Documentation Management Coordinator, Health and Safety Risk Assessment and Data Management Coordinator, Personal Protective Equipment (PPE) Coordinator, and Employer/Employee Liaison Coordinator. Assistant coordinators may also be appropriate for assignment to serve as backup for the primary coordinators. Not all of the noted roles may be necessary in every event, and in some instances, multiple roles/responsibilities could be assumed by specific coordinators.



Once a location is selected and set-up is complete of the Command Post with all responsible personnel present; the RA/DRA will articulate specific goals/assignments for each of the Coordinators. Establishment of reliable communications will be needed at this point of the operation; cell phones are recommended for use in these situations. Determinations will also be made at this time regarding the frequency and time for briefings. Initially, and depending on the circumstances, briefings could be set for regular intervals, and later modified, for all Coordinators to report to the RA/DRA. Briefings should also be scheduled to occur at least daily or possibly more depending on the dynamics of the situation. The briefing information, which is reported regularly, must be received timely by the National Office Liaison to assist in developing the National Office updates.

Upon termination of the incident, the incident leaders must conduct a review and critique of all activities carried out during the emergency, prepare a findings document, and submit the report to the RA/DRA and the Region IV Emergency Preparedness Committee. In some instances there may be a need to conduct a Critical Stress Debriefing process for all or part of the participants.

- A. **Regional Administrator** – The Regional Administrator will determine the need for support and assistance during an incident and activation of the REMP. If necessary, the Regional Administrator will request additional resources from other Regions and/or the National Office. When the covered event occurs in a State Plan State the Regional Administrator will contact and coordinate with the local Area Director and State Plan Officials the necessary roles and responsibilities.

The Atlanta Regional Office has located Self Contained Breathing Apparatus (SCBA's) at the following locations: Tampa Area Office and the Ft. Lauderdale Area Office

- B. **State Designee** – *When an event occurs within the jurisdiction of a state plan state and there is no Presidential Directive implementing the FRP and NEMP, the State Designee will determine the need for support and assistance during an incident. If the events warrants, the State Designee will contact the Regional Administrator to ask for implementation of the REMP. When the REMP is activated, any decision to discontinue consultation and assistance in favor of enforcement, including at what point during an incident this transition should occur, if at all, will be made by the state designee.*
- C. **Deputy Regional Administrator** – The Deputy Regional Administrator will work in coordination and assist the Regional Administrator with the administration of the Plan and the Emergency Operations Center (EOC).
- D. **OSHA Incident Commander/Coincident Commanders** – The Area Director or Assistant Area Director shall be the OSHA on scene incident commander. They will coordinate with other Federal, State and Local Agencies in response to the emergency. As the OSHA incident commander they will keep the Regional

Administrator/EOC advised of the status of the event. The OSHA incident commander is responsible for the on scene guidance provided to agencies involved in the emergency response. The OSHA incident commander is responsible for requesting additional resources from the Regional Administrator/EOC as necessary.

- E. Health and Safety Risk Assessment Coordinator** – Safety and Health Compliance Officers and other Agency Technical Experts are responsible for providing risk assessment, based on first responder information, to the OSHA Incident Commander. In addition, to the risk assessment they are responsible for the assignment of personal protective equipment to OSHA staff and advice and recommendations for PPE to other responding agencies. A designated Safety and Health Compliance Officer shall also serve as the site internal safety and health officer responsible for the overall protective equipment for OSHA staff.
- F. Logistics and Document Management Coordinator** – Administrative assistance to the OSHA Incident Commander will be provided by the Regional Office of Administration and Management as necessary.
- G. Internal Safety and Health Coordinator** – Safety and Health concerns will be addressed and advice and assistance will be provided by the Internal Safety and Health Coordinator to assure the safety and health of the OSHA staff responding to event sites.
- H. Information and Communications Coordinator** – All information release will be coordinated by the Information and Communications Coordinator in coordination with the Regional Administrator and/or the Deputy Regional Administrator and the Regional Director, Office of Public Affairs.

## **VI. STATE PLAN STATE COORDINATION**

This section is based on existing State Plans guidelines such as the Field Operations Manuals, and 29 CFR. This section primarily addresses the actions and range of services each State Program would perform during a covered event, as well as the state's planned response to a workplace catastrophe and the federal level of jurisdiction in the state. This section also contains an overview of the state's resources and capabilities.

### **A. Kentucky**

#### **1. KY-OSHA Scope of Responsibility**

The Kentucky Division of Emergency Management (KyEM) is the state agency with primary responsibility for directing a response to a disaster and emergency operation in the state. The principle role of KyEM is to save lives, reduce injuries and protect homes and property from the effects of both natural and man-made disasters. In the worst circumstances, the agency guides the process by which Kentucky asks for a major disaster or emergency declaration and

starts the linkage that brings in the Federal Emergency Management Agency and other federal assistance programs.

The state has developed a comprehensive readiness plan in accordance with KRS 39A, Section 5(2), known as the Kentucky Antiterrorism Act of 2002. This plan is administered by the Office of Security Coordination, which is overseen by the Adjutant General. The KY-OSHA Director, Division of Education and Training, serves on the state's Homeland Security Working Group. Primary function of KY-OSHA on the working group is to represent the interest of the Secretary of Labor and serve in an advisory capacity regarding issues of occupational safety and health.

*The Stafford Act, when invoked, initiates the Kentucky Emergency Operations Plan, which in Annex Q, directs the enforcement of the occupational safety and health laws.*

**2. Covered Events**

The state shall mount an appropriate and expeditious response following notification of job-related fatalities and catastrophes, however reported, based on resources and other priorities. The State shall gather as much information as is available prior to responding to the event. If possible, this shall be done immediately through discussion with the person reporting the event. If knowledge of the event is received through the media or sources other than a representative of the employer, the employer shall be contacted as soon as possible to obtain additional information whenever the state believes that such contact shall be considered advance notice and procedures for advance notice shall be followed. (See FOM Chapter III, C.2.)

**3. Response Team**

Based on the information obtained regarding the event the state will determine if a Response Team, consisting of experts in specific disciplines is required. If resources beyond those available within the State will be required to compose the team, the state shall determine the team composition and shall direct the Response Team or delegate someone to serve as authorized representative. The team, as directed by the state or the delegated representative, shall proceed promptly to the scene and shall function as a unit in all phases of the response effort until official directed to return to normal functions.

**4. Rescue and Emergency Operations**

The KY-OSHA Program has no authority to direct rescue or emergency operations – this is the responsibility of the employer and/or local political subdivisions or other state agencies. The KY-OSHA Program does have the authority to monitor and inspect the working conditions of covered employees engaged in rescue operations to make certain that all necessary procedures are being taken to protect the lives of the rescuers.

**5. Other Agencies**

If another state or Federal agency is responsible for or participating in the response the state shall ensure that the outside officials are fully instructed in the KY-OSHA Program's relationship with the state organization leading the response effort.

**6. Level of Federal enforcement**

Federal OSHA retains its authority relative to safety and health in private sector maritime activities (shipyards, marine terminals, and longshoring); employment at Tennessee Valley Authority facilities and on all military bases, as well as property ceded to the federal government. Federal jurisdiction is also retained with respect to Federal government employers and employees; and the U.S. Postal Service (USPS), including USPS employees, and contractor employees and contractor-operated facilities engaged in USPS mail operations. (Refer to 29 CFR 1952.235 for a more detailed disclosure)

**B. North Carolina**

**1. NCDOL Scope of Responsibility**

The Emergency Management Division is one of nine agencies within the North Carolina Department of Crime Control and Public Safety. The division is responsible for protecting the people of North Carolina from the effects of disasters, natural and manmade. In cooperation with other state partners, the division is committed to enhancing the quality of life in North Carolina by assisting people to effectively prepare for, respond to, recover from, and mitigate against all hazards and disasters. It was reorganized in 1997 into functional units, using the "Incident Command system (ICS)", the national model for managing emergency operations. This organizational structure mirrors the local incident command structure and the Federal Emergency Response Team structure, thus streamlining and simplifying intergovernmental coordination. The six major functional sections are Public Information, Hazard Mitigation, Operations, Logistics, Information and Planning, and Finance.

The state has developed a comprehensive Homeland Security Plan which indicates that the NC DOL-OSHA will assist the State Emergency Response Team (SERT) by serving as safety and health advisors. The NC DOL deputy commissioner is also a member of the North Carolina Emergency Response Commission (NERC) by Executive Order #40. The responsibilities of the NERC include reviewing the plan for preventing, preparing, responding, and recovering from man-made and natural disasters.

**2. Covered Events**

The state shall mount an appropriate and expeditious response following notification of job-related fatalities and catastrophes, however reported, based on resources and other priorities. The State shall gather as much information as is available prior to responding to the event. If possible, this shall be done

immediately through discussion with the person reporting the event. If knowledge of the event is received through the media or sources other than a representative of the employer, the employer shall be contacted as soon as possible to obtain additional information whenever the State believes that such contact shall be considered advance notice and procedures for advance notice shall be followed. If terrorist or criminal activity is suspected, the Director shall make every effort to ensure the security of Division personnel. The Director shall contact the State Bureau of Investigation or local law enforcement officials as soon as possible.

**3. Response Team**

Based on the information obtained regarding the event the state will determine if a Response Team, consisting of experts in specific disciplines is required. If resources beyond those available within the state will be required to compose the team, the state shall determine the team composition and shall direct the Response Team or delegate someone to serve as the authorized representative. The team, as directed by the state or the delegated representative, shall proceed promptly to the scene and shall function as a unit in all phases of the response effort until officially directed to return to normal functions.

**4. Rescue and Emergency Operations**

North Carolina General Statute 166A establishes the authority and responsibilities of the Governor, state agencies, and local government for emergency management in North Carolina. The North Carolina Emergency Operations Plan (NCEOP) establishes a comprehensive framework of policy and guidance for state and local disaster preparedness, response, recovery, and mitigation operations. All NCDOL personnel should familiarize themselves with these documents and the responsibilities of each office. In the event of a Natural/Manmade Disaster, a State of Emergency may be declared. At the Governor's request, the Commissioner of Labor has the authority to cease all compliance activity in the affected areas. NCDOL may then be called upon to provide assistance to the State Safety and Health Advisors. OSHA activities in non-affected counties will continue as normal. Volunteer CSHOs will be assigned as required to perform duties to assist the state recovery effort. These trained professionals would provide consultative advice to state and other agencies during the recovery phase of the state of emergency in accordance with the following:

- ETTA: Provide a supervisor to act as the NCDOL Recovery Safety & Health Coordinator. This person will represent NCDOL through the Human Services section of the State Emergency Operation Center (SEOC). He/she will provide overall coordination of the NCDOL advisory effects and acts as liaison to NCDOL-OSHA.
- ETTA, Consultative Service, and Compliance District 11: Provide personnel, including supervisor to serve at the discretion of the Recovery

Safety & Health Coordinator to man positions in the SECO during recovery operations and provide on-call support statewide to the recovery effort.

- Compliance Districts 1 – 10: Provide supervisors to act as State Safety & Health Coordinators to the Regional Coordination Centers (RCC) as shown:

West RCC (Conover): Districts 1, 2, 3, 4 and 5; Central RCC (Butner): Districts 6, 7, and 8; East RCC (Kinston): Districts 9 and 10;

- Compliance Districts 1 – 10: Provide CSHOs (on volunteer basis) to State Safety & Health Advisors to various teams coordinated through the RCCs for the recovery operations as shown:

West RCC (Conover): Districts 1, 2, 3, 4 and 5; Central RCC (Butner): Districts 6, 7, and 8; East RCC (Kinston): Districts 9 and 10;

- Probable Team Assignments include, but are not limited to:

Preliminary Damage Assessment Teams; Debris Management Operations; Animal/Vegetable Debris Pick-up/Transfer/Incinerate; Staging/Logistics Centers; Community Health Assessment Team; Special Safety & Health Advisors to individual counties; Other as situation dictates; (See FOM Chapter VIII for more details)

6. **Other Agencies** If another state or Federal agency is responsible for or participating in the response the state shall ensure that the outside officials are fully instructed in the NCDOL – OSHA Program's relationship with the state organization leading the response effort.

5. **Level of Federal enforcement**

Federal OSHA retains its authority relative to safety and health in private sector maritime activities (shipyards, marine terminals, and longshoring); employment at/or on Indian Reservations; enforcement related to any contractors or subcontractors on any Federal establishment where the land has been ceded to the Federal Government; railroad employment, not otherwise regulated by another Federal agency; and enforcement on military bases. Federal jurisdiction is also retained with respect to Federal government employers and employees; and the U.S. Postal Service (USPS), including USPS employees, and contractor employees and contractor-operated facilities engaged in USPS mail operations; and the American National Red Cross. (Refer to 29 CFR 1952.155 for a more detailed disclosure)

## C. South Carolina

**1. SCOSHA Scope of Responsibility**

South Carolina Emergency Management Division (SCEMD) is responsible for the development, coordination, and maintenance of plans for natural and technological hazards, state emergency operations, state radiological operations and the training of emergency planners and response personnel at the state and county levels. It is responsible for the development and execution of exercises. It provides technical assistance at all levels for planning, training, and exercises. It is also responsible for the operation of the State Emergency Operations Center and the standard operating procedures that go into effect when the division coordinates the State's response to emergencies. This section trains emergency planners and responders, develops exercises, operates the state's 24-hour warning point, and manages the area coordinator program. The area coordinator program provides county emergency managers with assistance from SCEMD employees.

Critical Incident Management Group (CIMG) is responsible for planning and coordination of consequence response activities focused on incidents involving agents of mass effect and terrorism. The CIMG will assist SCEMD's preparations to deal with the consequence management related functions following a critical incident. The Federal Bureau of Investigation and the SC State Law Enforcement Division will handle the crisis management aspects of a terrorist event.

The South Carolina Department of Labor, Licensing and Regulation (LLR) has been assigned a limited role under the state's coordinated emergency response plan, known as the Emergency Support Functions (ESF). The ESF is a comprehensive outline of the responsibilities of state agencies and it provides a formal framework for the state's emergency response system.

**2. Covered Events**

The state shall mount an appropriate and expeditious response following notification of job-related fatalities and catastrophes, however reported, based on resources and other priorities. The state shall gather as much information as is available prior to responding to the event. If possible, this shall be done immediately through discussion with the person reporting the event. If knowledge of the event is received through the media or sources other than a representative of the employer, the employer shall be contacted as soon as possible to obtain additional information whenever the state believes that such contact shall be considered advance notice and procedures for advance notice shall be followed.

**3. Response Team**

Based on the information obtained regarding the event the state will determine if a Response Team, consisting of experts in specific disciplines is required. If resources beyond those available within the state will be required to compose the team, the state shall determine the team composition and shall direct the

Response Team or delegate someone to serve as authorized representative. The team, as directed by the state or the delegated representative, shall proceed promptly to the scene and shall function as a unit in all phases of the response effort until official directed to return to normal functions.

**4. Rescue and Emergency Operations**

The SCOSHA Program has no authority to direct rescue or emergency operations – this is the responsibility of the employer and/or of local political subdivisions or other state agencies. **The SCOSHA Program does have the authority to monitor and inspect the working conditions of covered employees engaged in rescue operations** to make certain that all necessary procedures are being taken to protect the lives of the rescuers.

**5. Other Agencies**

If another state or Federal agency is responsible for or participating in the response the state shall ensure that the outside officials are fully instructed in the SCOSHA Program's relationship with the state organization leading the response effort.

**6. Level of Federal enforcement**

Federal OSHA retains its authority relative to safety and health in private sector maritime activities (shipyards, marine terminals, and longshoring); employment on military bases; and private sector employment at Area D of the Savannah River Site and at the Three Rivers Solid Waste Authority. Federal jurisdiction is also retained with respect to Federal government employers and employees; the U.S. Postal Service (USPS); including USPS employees, and contractor employees and contractor-operated facilities engaged in USPS mail operations. (Refer to 29 CFR 1952.95 for a more detailed disclosure)

**D. Tennessee**

**1. TOSHA Scope of Responsibility**

The Tennessee Emergency Management Agency (TEMA) is the agency of state government charged with the responsibility for insuring the state and its local governments are prepared to deal with the disasters and emergencies that affect the state and its citizens. The agency has developed a comprehensive plan, the Tennessee Emergency Management Plan (TEMP), which provides the foundation for all disaster and emergency response operations conducted within the state of Tennessee. All local emergency management plans are required to emulate the TEMP in terms of structure and purpose.

In Tennessee the Office of Homeland Security (OHS) was to develop and coordinate the implementation of a comprehensive strategy to secure the state of Tennessee from terrorist threats and attacks. The Office interacts with the National Office of Homeland Security and coordinates State Homeland Security actions through the Homeland Security Council. The Commissioner of Labor



serves on the state's Homeland Security Board; however, TOSHA has been assigned a limited role under the state's coordinated emergency response plan.

**2. Covered Events**

The state shall mount an appropriate and expeditious response following notification of job-related fatalities and catastrophes, however reported, based on resources and other priorities. The state shall gather as much information as is available prior to responding to the event. If possible, this shall be done immediately through discussion with the person reporting the event. If knowledge of the event is received through the media or sources other than a representative of the employer, the employer shall be contacted as soon as possible to obtain additional information whenever the state believes that such contact shall be considered advance notice and procedures for advance notice shall be followed.

**3. Response Team**

Based on the information obtained regarding the event the state will determine if a Response Team, consisting of experts in specific disciplines is required. If resources beyond those available within the state will be required to compose the team, the state shall determine the team composition and shall direct the Response Team or delegate someone to serve as authorized representation. The team, as directed by the state or the delegated representative, shall proceed promptly to the scene and shall function as a unit in all phases of the response effort until officially directed to return to normal functions.

**4. Rescue and Emergency Operations**

The TOSHA Program has no authority to direct rescue or emergency operations – this is the responsibility of the employer and/or of local political subdivisions or other state agencies. The TOSHA Program does **have the authority to monitor and inspect the working conditions of covered employees engaged in rescue operations** to make certain that all necessary procedures are being taken to protect the lives of the rescuers.

**5. Other Agencies**

If another state or Federal agency is responsible for or participating in the response the state shall ensure that the outside officials are fully instructed in the TOSHA Program's relationship with the state organization leading the response effort.

**6. Level of Federal enforcement:**

Federal OSHA retains its authority relative to safety and health in private sector maritime activities (shipyards, marine terminals, and longshoring); railroad employment, not otherwise regulated by another Federal agency; employment at Tennessee Valley Authority facilities and on all military bases, as well as property ceded to the federal government. Federal jurisdiction is also retained with respect to Federal government employers and employees; and the U.S.

Postal Service (USPS), including USPS employees, and contractor employees and contractor-operated facilities engaged in USPS mail operations. (Refer to 29 CFR 1952.225 for a more detailed disclosure)

**E. State's Emergency Contact List (KY, NC, SC, TN)**

<b>Name and Position</b>	<b>Office Telephone</b>	<b>Office Fax</b>	<b>Home Telephone</b>	<b>Cell Telephone and Pagers</b>
Kevin Beauregard, NC Assistant Deputy Commissioner	(919) 807-2863	(919) 807-2856	(919) 662-3733	(919) 280-9004 (888) 361-6730
Tom Hayes, NC Bureau Chief/ Compliance East	(919) 661-5980	(919) 662-4709	(919) 550-9330	(919) 868-6807 (919) 310-2007
Tim Childers, NC Bureau Chief/ Compliance West	(336) 761-2700	(336) 761-2323	(828) 632-6988	(828)320-3656
John Bogner, NC Bureau Chief Consultative	(919) 807-2905	(919) 807-2902	(919) 771-1043	(919) 218-0303
Adrienne Youmans, SC Director LLR	(803) 896-4399	(803) 788-1865	(803) 240-5993	(803) 896-4393
Dottie Ison, SC OSH Administrator	(803) 734-9607 (OSHA 24hr emergency line)	(803) 734-9772	(803) 731-2763	(803) 413-4127 (803) 954-0458
Bob Peck, SC Administrator OVP	(803) 734-9614	(803) 734-9741	(803) 799-1488	(803) 530-0669
Jim Neeley, TN Commissioner	(615) 532-9225	(615) 253-1623	(615) 532-9225	(615) 532-9225
John Winkler, TOSHA Administrator	(615) 741-7115	(615) 253-1623	(615) 735-2120	(615) 3531077
Jim Cothron, TOSHA Consultation Manager	(615) 741-7155	(615) 253-1623	(615) 646-4246	Pager (888) 460-0272
Kembra Taylor, KY - Deputy Secretary	(502) 564-3070	(502) 564-5387	(859) 266-7606	(502) 330-9502
Steve Sparrow, Acting Director Compliance	(502) 564-3070 ext. 305	(502) 564-5723	(502) 419-7814	(502) 419-7814
Anthony Russell, Director Education & Training	(502) 564-3070 ext. 251	(502) 564-4769	(502) 223-1255	(502) 320-1169 (888) 491-1456

**F. Response to Covered Emergencies**

**The state's response** (which state) to a covered event will principally be one of **technical assistance, risk management, and consultation, and enforcement as deemed necessary and appropriate..** The REMP was created in response to the need for a cohesive, modular, and scalable emergency response protocol that prepares a Region for a large-scale sustainable response and creates the framework for an internal incident command structure that should be utilized at lesser responses. If an incident occurs in a State Plan State within Region IV, the state will have primary authority, unless the event falls within Federal OSHA's jurisdiction. Various levels of Federal OSHA assistance would be made available based on the severity of the incident and the specific request made by an affected state. State Plan States will always have jurisdiction for state and local government workers within their state, including state and local emergency responders, workers over which Federal OSHA has no jurisdiction. The section addresses the state's ability to provide lead occupational safety and health support response independently, with Federal OSHA providing liaisons at the regional and/or national level. The table below identifies the state's designated response to a wide range of covered events:

## Emergency Response Protocol

Covered Event	Kentucky	North Carolina	South Carolina	Tennessee
Chemical Emergency	1, 2, & 3	3	1 & 2	1, 2, 3 & 4
Biological Emergency	2 & 3	3	N/A	N/A
Radiological Emergency		3	N/A	N/A
Weapons of Mass Destruction (WMD) Event	1,2, & 3	3	N/A	N/A
Major Fat/Cat Emergency	1,2, & 3	1 & 2	1 & 2	1, 2, 3 & 4
Natural Disaster	1,2, & 3	1 & 2	1 & 2	1, 2, 3 & 4
Recovery from Disaster	1,2, & 3	1 & 2	1 & 2	1, 2, 3 & 4

Note: 1) Safety Monitoring, 2) Health Monitoring, 3) Respirator distribution and fit testing, 4) Health and Safety Plan (HASP) oversight and maintenance, and 5) State personnel designated to serve as Risk Managers, with documented Risk Manager Training.

### G. Training and Capabilities of State Personnel

To provide support quickly and efficiently each state has identified personnel within their program with unique skills, knowledge, and experience in: emergency response, clean-up, Weapons of Mass Destruction, medical monitoring and prophylaxis, sampling and analytical methods, PPE, and other key topics. These individuals are identified in the Comprehensive Safety and Health Technical Expert Lists. The Comprehensive Inventory of Emergency Equipment serves as a detailed listing of the equipment maintained by the states. Both tables Comprehensive Safety and Health Technical Expert and the Comprehensive Inventory of Emergency Equipment are located below:

### Comprehensive Safety and Health Technical Expert

<b>Courses</b>	<b>Kentucky</b>	<b>North Carolina</b>	<b>South Carolina</b>	<b>Tennessee</b>
<b>HAZMAT Awareness Course – 20 hrs</b>		<b>9 - staff members</b>	<b>3 - staff members</b>	
<b>HAZMAT Operations Course – 40 hrs</b>		<b>Currently 14 - staff members</b>		
<b>OTI #342-Criminal Investigation Training Program</b>	<b>17 - staff members</b>			
<b>OTI #335 – Emergency Response</b>		<b>3 - staff members</b>	<b>3 - staff members</b>	
<b>OTI- 345 Basic Incident Command Training</b>		<b>3 - staff members</b>		<b>1- staff member</b>
<b>Incident Command Training</b>		<b>4 - staff members</b>		
<b>First-Aid, CPR &amp; AED Training</b>	<b>1- staff member</b>	<b>40 - staff members</b>	<b>33 - staff members</b>	
<b>Risk Management Training</b>		<b>5 - staff members</b>		
<b>Anti-Terrorism WMD Training</b>		<b>2 - staff members</b>		
<b>Hazardous Material Transportation Accident</b>		<b>3 - staff members</b>		
<b>Process Safety Management Training</b>	<b>6 – staff members</b>	<b>16 - staff members</b>	<b>30 - staff members</b>	<b>3 - staff member</b>
<b>OTI #346 – Emergency Response to Terrorism</b>				<b>1- staff member</b>

### State Emergency and Supplies

Equipment	Kentucky	North Carolina	South Carolina	Tennessee
Protective Clothing and Suits (i.e., Level "A", Level "B" & Tyvex )	Tyvek & Nomex Coveralls	A – 4 B – 4	Tyvek suits PVC Rain suits	
Communication Devices (i.e., Cell Phones & Radio)		42 cell phones 109 text pagers 8 safe radios 3 satellite phones	9 cell phones 28 pagers 2 walkie/talkies	2 cell phones
Personal Protective Equipment (i.e., Gloves, Boots, etc.)	Safety glasses, goggles, rubber gloves & boots	151 complete sets assigned to personnel	Safety glasses, goggles, hard hats, rubber boots, safety vests	
Test Kits (i.e., Lead, Asbestos, Mercury, etc.)	Detector tubes (Draper)	170 Pb kits 4 Hg sniffers	Detector tubes (Drager), 2 HG sniffers, 7 CO monitors	Air Monitoring Detector Tubes
Portable Tools (i.e., AED, First Aid Kit, Binoculars, Flashlight, etc.)	CO Dosimeter, Mercury meter, di Isocyanide meter, Noise dosimeter (Miran 1B)	100 safe flashlights 5 binoculars	1 binocular	First Aid Kits and Flashlights
Respiratory Protection	½ face respirators (North & Scott)	45 available for assignment	½ face MSA & Survivair resp., 2 PAPRs, 2 SCBA	½ face air purifying respirators
Misc. Equipment	Digital cameras	130 laptops, 33 sets of sampling pumps, miran multi-gas sampler, 20 escape resp., 10 60 min. bottles, 10 30 min. bottles	30 digital camers, 80 sampling pumps, 15 laptops, 20 camcorders, 30 SLM, 70 noise dosimeters, 2 octave bands	4 – Gas Detector

### H. Coordinated Outreach to Other States

The states' comprehensive response protocol is determined by the Governor *based on his statutory authority* and on the advice and recommendations of several agencies, including the state's OSHA Program. However, under normal circumstances the states will response to covered events throughout Regional IV in a consistent manner, based on the state's level of available resources, response capabilities and the nature of the event.

## Coordinated Outreach to Other States

	Alabama	Florida	Georgia	Kentucky	Mississippi	North Carolina	South Carolina	Tennessee
KY						KY	KY	KY
NC				NC			NC	NC
SC				SC		SC		SC
TN				TN		TN	TN	

**Note: KY- Kentucky, NC - North Carolina, SC - South Carolina, and TN - Tennessee**

## VII. CONSULTATION PROJECTS

The Consultation Program is a broad network of occupational safety and health services, which operate throughout the country. Although the Consultation Projects are primarily designed to provide assistance to small businesses, in high-hazard industries, these programs also represent an excellent resource for training, technical assistance, risk management, and consultation. This section contains the contact numbers for the project directors, as well as the emergency response related support and services offered by the projects. The information provided below reflects the range of services available in the Consultation Projects in the four states under federal jurisdictions. The services and support available through the Consultation Projects in the State Plan States are addressed in section VI. State Plan State Coordination.

### A. Emergency Contact List

Name and Position	Office Telephone	Office Fax	Home Telephone	Cell telephone and pagers
William Weems	(205) 348-3033	(205) 348-3049	(205) 681-8140	(205) 612-3569
Charlene Vespi	(813) 974-9971	(813) 974-9972	(813) 972-2794	(813) 972-5347
Dan Ortiz	(404) 894-8276	(404) 894-8275	(770) 992-3729	(678) 852-3438
Kelly Tucker	(601) 939-2047	(601) 939-6742	(601) 918-8801	(601) 918-8801

To provide support quickly and efficiently each Consultation Projects has identified personnel and training courses within their program relating to emergency response subjects, such as clean-up, Weapons of Mass Destruction, medical monitoring and prophylaxis, sampling and analytical methods, PPE, and other key topics. These Consultation Projects and their resources are listed below:

### B. University of Alabama, Alabama SafeState

The Consultation Project is currently coordinating with the new Alabama Department of Homeland Security. The director has requested that the agency primarily focus on the area of emergency preparedness.

The Consultation Project offers a wide range of training and industrial hygiene support for situations involving exposures to traditional industrial chemicals, many of which might be used as agents of terrorist attacks. In addition, the program has done extensive work in the area of workplace shelter-in- place.

The Consultation Project also employs a Certified Industrial Hygienist (CIH) health supervisor, who is currently serving in the Army Chemical Corp, with considerable experience dealing with WMD.

### **C. University of South Florida (USF), Safety Florida Consultation Program**

In 2003, the USF SafetyFlorida Consultation Program staff attended an 8-hour “Bio Readiness for Safety Professionals” course, which was conducted by the University of South Florida, Center for Biological Defense to increase the consultants’ knowledge of the factors that compose biological attacks, the resulting illnesses and injuries, and the steps that can be taken to prevent or alleviate these effects. Following the training course each consultant was provided with a CD that contained six PowerPoint presentations concerning these issues and free seminars were conducted throughout Florida for small businesses. The Consultation Program also offered a special Breakout Session for approximately 400 attendees at the 15<sup>th</sup> Annual Workplace Safety and Health Conference, featuring seven speakers with extensive knowledge on BioTerrorism related topics.

In 2004, the USF SafetyFlorida Consultation Program, in conjunction with USF OTI Education Center is planning to conduct five outreach training programs throughout the State of Florida. These outreach training programs will cover variety of educational subjects and feature a CD with a fifteen-minute live video clips that targets potential responders (i.e., the safety professional, the administrator, or the health care worker), as well as other emergency preparedness topics. During onsite visits the consultation staff will also routinely recommend that each employer’s comprehensive safety and health plan include an emergency preparedness plan section. A sample of this plan will be available on the USF SafetyFlorida website <http://www.safetyflorida.usf.edu>. The USF SafetyFlorida Consultation Program quarterly newsletter will also feature Homeland Security articles.

### **D. Georgia Institute of Technology, 21(d) Consultation Program**

In FY 2004, in conjunction with OTI Ed Center and other state agencies, the Consultation Project will conduct four free six -hour seminars on Homeland Security and Emergency Response for Small Businesses throughout Georgia.

The Consultation Project is currently working with the Georgia Institute of Technology (GATECH) Center for Emergency Response Technology, Instruction, and Policy ([www.certip.org](http://www.certip.org)). Additionally, in conjunction with the Georgia Emergency Management Administration (GEMA) and other agencies they are conducting table top demonstrations, as well as large scale exercises to improve the skill and performance of the state’s first responders to potential acts of terrorism.



Under the Georgia Environmental Compliance Assistance Program ([www.gecap.org](http://www.gecap.org)) the Consultation Project is conducting free seminars addressing industrial chemical releases from an EPA/EPD/OSHA standpoint.

The Consultation Project, which also operates an OSHA Technical Institute Education Center, is currently developing a Basic Homeland Security Course for Second Responders for the OSHA Office of Training and Education.

#### **E. Mississippi State University, Center for Safety and Health**

The Consultation Project is capable of providing a wide range of occupational safety and health support including air monitoring, radiological surveys, fit testing, etc. Technical support equipment maintained by the program includes noise dosimeters, air monitoring kits, an indoor air quality (IAQ) monitor, as well as an array of gas detectors. The program is also currently working to obtain a Geiger-Mueller ionizing radiation detector, which is capable of measuring alpha, beta, and gamma radiation. Additionally, two members of the projects staff have extensive training in the area of radiological safety and health.

### **VIII. ACTIVATION OF THE REMP**

- A.** The Region IV REMP will be activated whenever the NEMP is activated and there is an incident that has an impact upon the operations of this region, when there is a request for assistance from outside this region to respond to an incident, or, when the Regional Administrator or designee invokes the plan for local incidents.
- B.** The level of activation will be dependent on the type and magnitude of the specific incident. There is considerable flexibility within this Plan to collapse roles and determine extent of activation for smaller events.
- C.** In the event of multiple events there is sufficient flexibility and specific provisions to allow for use of backup personnel to fill roles to respond to events.

#### **IX. *When the REMP is activated, any decision to discontinue consultation and assistance in favor of enforcement, including at what point during an incident this transition should occur, if at all, will be made by the Regional Administrator in consultation with the Assistant Secretary, or by the state designee when the incident is within his jurisdiction.***

### **X. INTERNAL HEALTH AND SAFETY**

#### **Safety and Health Requirements for OSHA Response Personnel**

- A.** Training – Appropriate and timely training will be provided to all response personnel that will assure that they are capable of effectively and safely perform necessary duties during any incident that may occur. At a minimum, the following training shall be provided for response personnel:
  - Basic Incident Command System Training (OTI Course #345)
  - Emergency Response to Terrorism Training (OTI Course #346)
  - Technical Assistance for Emergencies (OTI Course #3600)

Other training, as may be determined necessary

- B. PPE** – The Regional Administrator shall maintain a sufficient number of individuals that are medically capable and trained in the use of an SCBA. The use of an SCBA is limited to non IDLH atmospheres. These individuals must be familiar with appropriate direct reading instruments and be medically fit to carry out their responsibility under this provision.
- C. Monitoring** – Response personnel shall receive specific training that will make them proficient in monitoring responsibilities anticipated for events that may occur in Region IV, in order that they may capably provide advice, recommendations, and support to first responders regarding their safety and health.
- D. Decontamination** – Appropriate decontamination training shall be provided for response personnel as determined necessary by the Regional Administrator.
- E. Wellness Training and information** – TBD
- F. Mental Health Support and Critical Incident Stress Debriefing** – TB

## **XI. LOGISTICS**

### **A. Administrative**

OSHA Command Post and/or Emergency Operations Center – The Regional Administrator will determine the need and extent that a EOC or Command Post will be established.

Transportation Plan (local and long distance) – The ARA/Administration and Management shall advise and assist the Regional Administrator and/or Directors in arranging for local/or long distance transportation necessary for adequate response to emergency situations.

Lodging for OSHA Response Personnel – The ARA/Administration and Management shall advise and assist the Regional Administrator and/or Area Directors with arrangements for necessary lodging for responding OSHA personnel.

Communications – The Information and Communications Coordinator, in coordination with the Regional Administrator will establish appropriate means to assure that information and communications are properly controlled and monitored.

### **B. Technical Equipment and Supplies**

The ARA/Enforcement Programs will advise and assist the Regional Administrator and/or Area Directors regarding technical equipment and supplies needed at the site of an emergency situation. The ARA/Enforcement Programs in coordination with the Area Director will determine what equipment is necessary to effectively and safely deal with the situation.

### **C. Scheduling Response Personnel**

The ARA/Administration and Management will provide assistance in scheduling response personnel, as necessary to assure that OSHA's response is effective.

### **D. Site Orientation (should address the following topics:)**

Site Health and Safety Hazards and Exposure Controls  
Site Chain of Command  
Site Processes and Activities  
Orientation to Locality – maps, mass transit  
Pre and Post Shift Briefings  
Provision for Multiple Events

## **XII. EMERGENCY OPERATIONS CENTER**

- A.** The Regional Administrator and Deputy Regional Administrator will provide leadership for Worker Health and Safety within the Site Command Post and Regional EOC.
- B.** Communication between site Command Post and Regional OSHA Emergency Operations Center – The local Area Director will establish and maintain constant communications with the Regional EOC/Regional Administrator during all emergency incidents in which the REMP is activated.
- C.** Representation at Site Meetings – The local Area Director will be the on-site OSHA representative for all emergency incidents occurring within their respective jurisdictions. The Area Director will represent the Regional Administrator during all such meetings, unless and/or until the Regional Administrator or Deputy is on the site. (For additional information regarding the EOC refer to Appendix D)

## **XIII. PUBLIC INFORMATION AND COMMUNICATION**

- A.** Crisis Communications Plan – The Regional Administrator and Deputy Regional Administrator will work with the Regional Director, Public Affairs Office, to develop an appropriate Crisis Communications Plan designed for use with differing levels of incident situations in Region IV.
- B.** Coordination with National Office's Crises Communications Plan – The Region IV Crisis Communication Plan will be developed in coordination with the provisions of the National Office Plan.

## **XIV. SAFETY RISK ASSESSMENT AND DATA MANAGEMENT**

- A.** OSHA, Compliance Safety and Health Officers
- B.** Safety Monitoring
- C.** Use of Safety Tools (JHA's, equipment tagging, trend analysis, short-term fix it lists)
- D.** Use of Specialty Teams
- E.** Data Interpretation and Recommendations
- F.** Data Management

## **XV. HEALTH RISK ASSESSMENT AND DATE MANAGEMENT**

- A.** OSHA Industrial Hygiene Monitors
- B.** Sampling Equipment (advice on type and proper use)
- C.** Site Sampling Strategy (advice and consultation regarding full spectrum, critical operations, etc.)
- D.** Data Interpretation and Recommendations

- E. Sample Analysis**
  - On-site capabilities
  - Local Laboratories
- F. Data Management**
- G. Employee notification of monitoring results**

## **XVI. PERSONAL PROTECTIVE EQUIPMENT – TBD**

- A. PPE Program**
- B. PPE Availability and Supply**
- C. Respiratory Protection Fit – Testing**
- D. Identify potential contractor assistance**

## **XVII. DOCUMENT MANAGEMENT**

- A. Document organization, standardization, and archiving.** This activity should follow the provisions detailed in the National Emergency Management Plan to the extent necessary as determined by the specific emergency being dealt with on a case-by-case basis.
- B. Freedom of Information Act Process.** All such requests for information must follow the FOIA provisions without fail.

## **XVII. COORDINATION OF PARTNERSHIPS, VPP AND ALLIANCES**

As stated earlier the developed of the REMP is largely based on the knowledge, experience, and success gained by OSHA's response to the 9/11 WTC terrorist attacks. OSHA's response in the wake of this terrible disaster also served to demonstrate the benefits of leveraging existing relationships, with private sector employers and labor organizations, in implementing a coordinated response to such events. In fact, several Special Government Employees (SGE) representing VPP sites participated in OSHA's response to the WTC, which was itself a partnership. OSHA has established a wide range of cooperative programs in an effort to advance the cause of workplace safety and health. Although these cooperative programs are primarily designed to provide voluntary compliance assistance with occupational safety and health requirements to businesses they also serve an excellent resource for training, technical assistance and risk management. If a covered event occurs at a facility engaged in a cooperative relationship with the agency (when feasible) every effort will be made to use this association, to increase the agency's capabilities, enhance responsiveness, and the overall success of the mission. Many VPP, OSPP and Alliances participants have well-developed emergency response systems, which are supported by effectively trained response teams.

This section contains the contact numbers for the OSHA Partnership, Alliance and VPP participants in Region IV. The Consultation project directors in the affected State should be contacted to coordinate with Safety and Health Achievement Recognition Program (SHARP) participants. Please refer to appropriate sections of the REMP to obtain State Plan State and Consultation Projects contact information. Additionally, please refer to the State Plan State section for information regarding State VPP contact.

## A. List of Current Partners and Allies

### Partnerships in Region IV:

Partner	Contact	Agreement Term	Effective Date
ABC-MS	Jackson AO	3-years	November 2003
AGC/CHASE GA	Atlanta-East AO	3-years	September 2002
AGC/CHASE FL	Ft. Lauderdale AO	3-years	November 2002
Chatham County Nursing Homes	Savannah AO	3-years	May 2003
Ford/UAW	National Office	3-year	
JEA	Jacksonville AO	3-years	April 2003
Koch Industries	National Office	3-years	
Molten Metal	Birmingham AO	3-years	September 2002
NPS – Cape Hatteras, NC	Raleigh AO	3-years	
USPS – Ergo	National Office	3-years	

The OSHA Strategic Partnership Program for Worker Safety and Health (OSPP), adopted on November 13, 1998, is an expansion and formalization of OSHA's substantial experience with voluntary programs. In a partnership, OSHA enters into an extended, voluntary, cooperative relationship with groups of employers, employees, and employee representatives (sometimes including other stakeholders, and sometimes involving only one employer) in order to encourage, assist, and recognize their efforts to eliminate serious hazards and achieve a high level of worker safety and health. OSHA and its partners have the opportunity to identify a common goal, develop plans for achieving that goal, and cooperate in implementation. Many of these partnerships focus on areas of concern addressed in OSHA's Strategic Plan. These partnerships are seeking solutions to silica and lead exposures and serious hazards in the nursing home, food processing, logging, and construction industries.

#### Alliances in Region IV:

Alliance	Contact	Agreement Term	Effective Date
Wiregrass Safety			January 2003
Struck by			April 2003
Northrop Grumman			May 2003
FAU			June 2003
EPA of MS			May 2003
IBEW/NECA/SELCAT			Sept 2003
NEFSC			June 2003
GNHA			Oct 2003
FBP			
SSC			

OSHA's new program, Alliances, enables organizations committed to workplace safety and health to collaborate with OSHA to prevent injuries and illnesses in the workplace. OSHA and its allies work together to reach out to, educate, and lead the nation's employers and their employees in improving and advancing workplace safety and health. Alliances may be established by OSHA's National, Regional and Area offices, or by State Plan States.

#### VPP Participants In Region IV

The VPP promotes effective worksite-based safety and health. In the VPP, management, labor, and OSHA establish cooperative relationships at workplaces that have implemented a comprehensive safety and health management system. Approval into VPP is OSHA's official recognition of the outstanding efforts of employers and employees who have achieved exemplary occupational safety and health.

In practice, VPP sets performance-based criteria for a managed safety and health system, invites sites to apply, and then assesses applicants against these criteria. OSHA's verification includes an application review and a rigorous onsite evaluation by a team of OSHA safety and health experts.

OSHA approves qualified sites to one of three programs:

- Star
- Merit
- Star Demonstration: Recognition for worksites that address unique safety and health issues.

***Special Government Employees:*** Particularly noteworthy is the OSHA Special Government Employees Program (SGE), where VPP site workers serve alongside OSHA employees as full-fledged members of evaluation teams. The program began in 1994 to help conserve OSHA's resources. Employees from current VPP sites or corporations can volunteer for a training course given by OSHA. Upon completion of their training, they are sworn in as SGEs and can participate on VPP evaluation teams at no cost to OSHA - their employers generously pick up their expense.

**(Refer to Appendix L for information on the listing of VPP Participants in Region IV)**

- B.** Regional FEMA – Area Directors will make the necessary contacts within their office jurisdiction to establish their presence and relationship with other agencies at the local level, including first responder agencies; fire departments, police, etc.
- C.** Regional EPA – OSHA area directors should make contact with the EPA local officials within their office jurisdiction to establish a relationship with them and inform them of our responsibilities during incidents of an emergency nature.
- D.** State and Local Emergency Management Organizations
  - A.** State Emergency Management Agencies
  - B.** Local Emergency Management Agencies
- E.** State and Local Emergency Response Organizations
  - A.** Fire Fighters
  - B.** Law Enforcement
  - C.** Emergency Medical Provides
  - D.** Hospitals
- F.** RRT
- G.** State Emergency Response Committee
- H.** Local Emergency Planning Committee
- I.** Outreach with private and State and local government employers and employees will be coordinated with the State Plan officials.

## **RESPONSE RESOURCES**

- A.** Regional Technical Expertise – A listing of available technical expertise is attached as Appendix E of this REMP.

- B. Equipment and Supplies** – A listing of available equipment and supplies will be maintained and updated as necessary. The list is contained in Appendix ## of this REMP. Coordination with State Plan Officials within Region IV will also occur to assure that each State has taken adequate steps to develop a similar listing of equipment and supplies for use as may be needed. A description of the following equipment and supplies available, as a minimum shall be maintained:

- Industrial Hygiene Equipment
- PPE
- Communication Equipment
- Office Equipment and Supplies
- Transportation Equipment (vehicles and other)
- Emergency Equipment

**C. Provision for Multiple Events**

**XIX. RESPONSE PHONE TREE (SHORT DESCRIPTION; LIST TO BE DEVELOPED AND INCLUDED IN FUTURE APPENDIX N)**

**XX. RESPONSE ORGANIZATION AND COMMUNICATION FLOW CHART (A FLOW CHART, BRIEF DESCRIPTION AND COMPLETE FLOW CHART IN MAY BE DEVELOPED AND INCLUDED IN FUTURE APPENDIX O)**

- XXI. Training** – Training will be provided as determined necessary by the Regional Administrator to have specific staff appropriately trained and responsive for emergency events that may occur within the region. This training will include a combination of the following types;

- Classroom
- Drills and Exercises
- Risk Management Training – Key REMP personnel

**XXII. Response Checklist**

Planned Activities during first 48 hours of Event -The Response Checklist identifies the critical tasks for each of the following functional areas and Coordinators. Each checklist identifies the tasks that should be completed by the identified Coordinator immediately, during the first 8 hours, during the first 24 hours, and during the first 48 hours of the event. Many of the checklists also identify the critical tasks that should be completed during the initial week and month of the event. The checklists are located **in an Appendix** of the NEMP and should be referred to and utilized as appropriate for each event at the local level. Listed below are several of the available checklists that are contained in the NEMP.

**Internal Health and Safety Coordinator Response Checklist**

- State Plan Coordination Response Checklist
- Regional Office Liaison Response Checklist
- Logistics Coordinator Response Checklist
- Emergency Operations Center Coordinator Response Checklist (Support to other federal agencies).



## **EOC**

Public Information Coordinator Response Checklist

Safety Risk Assessment/Monitoring Coordinator Response Checklist

Health Risk Assessment/Monitoring Coordinator Response Checklist

Sampling Coordinator Response Checklist

PPE Coordinator Response Checklist

Employer/Employee Liaison Response Checklist

Documentation Management Response Checklists (for the Health Data Manager, Database Coordinator, and the Data Entry Specialist).

## **XXIII. Responsibility for Plan Review and Update**

The Region IV Emergency Preparedness Committee shall have the responsibility for periodic review and updating of the Regional Emergency Management Plan (REMP) with input from the Area Directors and State Plan State personnel. The Deputy Regional Administrator shall serve as the Chair of the committee.

## **APPENDIX A - AUTHORITIES**

Statutory References for OSHA's Mission under the OSHA Act.

The Federal Response Plan (FRP) – OSHA provides support and assistance under the Occupational Safety and Health Support Annex, Emergency Support Function (ESF) #3 – Public Works and Engineering, ESF #9 – Urban Search and Rescue and ESF #10 – Hazardous Materials.

National Oil and Hazardous Pollution Contingency Plan, or the National Contingency Plan (NCP) – OSHA provides advice and consultation to EPA, other NRT/RRT agencies, and the On Scene Coordinator/Remedial Project Manager regarding hazards to persons involved in response activities and taking any other action necessary to assure workers are properly protected.

State Plan Authority, Section 18 of the OSHA Act.

## **APPENDIX B – KEY DEFINITIONS:**

**Alliance Program:** means organizations that are committed to workplace safety and health and have agreed to collaborate with OSHA to prevent injuries and illnesses in the workplace. Alliance agreements include a set of short-and long-term goals which target training and education, outreach and education, and promoting a national dialogue on workplace health and safety.

**Assistant Secretary:** means the Assistant Secretary of Labor for Occupational Safety and Health.

**Biological Agent:** means a biological organism or a toxin produced by an organism that is intended for use in warfare or terrorist activities to kill, seriously injure, or seriously incapacitate people through its pathogenic or physiological (toxin) effects. Biological agents include bacterial agents (e.g., those causing anthrax, plague, typhoid), viral agents (e.g., those causing small pox, yellow fever, ebola), rickettsiae agents (e.g. those causing Typhus, Q fever, Rocky Mountain Spotted fever), and biological toxins (e.g., botulinum toxin, staphylococcal enterotoxin B, Ricine). (National Institute of Justice publication Guide 101-00: An Introduction to Biological Agent Detection Equipment for Emergency First Responders.)

**Chemical Agent:** means a chemical substance that is intended for use in warfare or terrorist activities to kill, seriously injure, or seriously incapacitate people through its physiological effects. The most common chemical agents are the nerve agents, GA (Tabun), GB (Sarin), GD (Soman), GF, and VX; the blister agents, HD (sulfur mustard) and HN (nitrogen mustard); and the arsenical vesicants, L (Lewisite). (National Institute of Justice publication Guide 100-00: Guide for Selection of Chemical Agent and Toxic Industrial Material Detection Equipment for Emergency Responders).

**Consultation Projects:** means a no-cost health and safety consultation program to assist smaller business employers identify and control or eliminate workplace hazards and worker exposures. Consultation Projects are largely funded by the Federal OSHA and delivered by state governments using well-trained professional staff. Consultation Projects are completely separate from the OSHA inspection effort.

**Compliance Hot-line or Compliance Guidance Phone Line:** means OSHA's telephone system for receiving and responding to public inquiries about interpreting OSHA standards. Callers are guided through the OSHA website to locate regulatory or technical information that answers their questions.

**Covered event:** means an event or incident meeting the definition of "nationally significant event or emergency" for which the Assistant Secretary invokes the NEMP, usually following an emergency declaration under the Robert T. Safford Act ("Stafford Act").

**Emergency declaration (under 501(b) of the Stafford Act):** means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. All requests for a declaration by the President that an emergency exists shall be made by the Governor of the affected State. The President may exercise any authority with respect to an emergency when he determines that an emergency exists for which the primary responsibility for response rests with the United States.

E-correspondence system: means OSHA's electronic mail system for receiving and responding to public inquiries about OSHA.

Federal Response Plan (FRP): means the plan, adopted by the signatory Federal agencies, which establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Stafford Act. The FRP covers the full range of requirements following a disaster: saving lives, protecting property, and meeting basic human needs (response); restoring the disaster-affected area (recovery); and reducing vulnerability to future disasters (mitigation). The FRP applies to the signatory Federal departments and independent agencies that may be tasked to provide assistance in a major disaster or emergency. FEMA is responsible for developing and maintaining the FRP.

Health Response Team (HRT): means the designated group of industrial hygiene, safety, and other subject matter experts located in the Salt Lake Technical Center responsible for providing technical assistance in the areas of industrial hygiene and specialized engineering to OSHA's National, Regional, and Area Offices in support of Agency objectives. When requested, the HRT will respond to occupationally related emergencies involving potentially catastrophic releases of hazardous materials.

Emergency Preparedness Executive Steering Committee: means the group of individuals designated by the Assistant Secretary who are responsible for broad oversight of the development, implementation, and maintenance of the NEMP. This committee addresses the technical and administrative issues necessary to ensure a coordinated intra-agency planning and preparedness effort for response to a domestic incident.

Incident Command System (or structure): means an organizational structure for responding to emergencies; the structure is modular, flexible and can be expanded to meet complex situations or reduced for minor incidents. The ICS divides an emergency response into five manageable functions: Command, Operations, Planning, Logistics, and Finance. The Incident Commander retains responsibility for these functions unless delegated to another individual. In some incidents or applications only a few of the organization's functional elements may be formally established or delegated to another individual. The ICS is typically implemented at the local level by first responders (fire, police, emergency management agencies). The ICS may be expanded to include a Unified Command for complex responses that require multi-agency resources.

Joint Information Center (or JIC): means a designated central location that serves as the clearinghouse for public information related to the federal response operations conducted during an emergency. Generally, each federal organization involved in the response activities will have representatives assigned to the JIC.

Mission Assignment: means a work order issued by FEMA, under the Stafford Act, to another Federal agency authorizing the agency to perform work, provide services, and acquire materials, with a funding limitation, on a reimbursable basis. If an event occurs, which may result in a declared major disaster or emergency requiring Federal assistance. FEMA can task some or all of the Emergency Support Functions of the FRP. When an ESF is tasked to do work, a mission assignment is issued to

the primary agency with a funding limitation and the requirements for the task(s) to be performed. FEMA also may task agencies directly for work outside the scope of the ESFs.

National Oil and Hazardous Pollution Contingency Plan (NCP): means the plan, codified at 40 CRF 300, which outlined the federal government's procedures and requirements for responding to oil spills and hazardous substance releases. The NCP provides a comprehensive system of accident reporting; outlines procedures and requirements for spill response, containment, and cleanup; and established a response headquarters, a National Response Team, and Regional Response Teams.

National Emergency Management Plan (NEMP): means the plan adopted by Federal OSHA's National Office, which establishes procedures and policy for the National Office and Regions during responses to nationally significant events or emergencies.

Nationally significant event or emergency: means an occupationally related incident involving multiple fatalities, extensive injuries, massive toxic exposures, extensive property damage, or one which presents potential worker injury and generates widespread media interest. For the purposes of the NEMP, the event usually results in an emergency declaration under the Stafford Act and is likely due to a terrorist act.

National Response Team (NRT): means the 16-agency organization responsible for interagency planning, preparedness, and coordination for oil and hazardous substance emergency response. NRT members include the federal organizations with responsibilities and expertise in emergency response to pollution incidents. The NRT provides policy guidance and assistance to emergency management and response organizations prior to incidents, and provides technical advice and access to resources and equipment from its member agencies during an event. This interagency coordination and framework is replicated at the regional level in the Regional Response Team (RRT).

Office of Emergency Management or DOL Office of Emergency Management (OEM): means the Department of Labor's Office of Emergency Management. OEM develops all policy, requirements, and guidance for the Department's Comprehensive Emergency Management System implemented at all DOL sites and facilities.

On-scene Coordinator (OSC): means the federal official (usually EPA or Coast Guard personnel) responsible for coordinating and directing federal response efforts and removal actions under the NCP.

OSHA Response Personnel: means Federal OSHA, State Plan State and Consultation Project personnel involved in nationally significant events or emergencies.

OSHA's Emergency Operations Center (or EOC): means the central location for internal National Office command and control during a covered event. OSHA's EOC is located in the Francis Perkins Building located at 200 Constitution Avenue, in Washington, D.C.

OSHA's Emergency Operations Center Support Team (or EOC Support Team): means the designated National Office personnel that staff the EOC and provide support to Regional offices and other federal organizations during a response to a covered event. The EOC Support Team may include designated

personnel from each Directorate; its members will vary according to the event and the support necessary during response.

Radiological Dispersal Devices (or “Dirty Bomb”): means a bomb that combines conventional explosives, such as dynamite, with radioactive materials in the form of powder or pellets. The main purpose of a dirty bomb is to frighten people and make buildings or land unusable for a long period of time. Almost any radioactive material can be used to construct an RDD, including fission products, spent fuel from nuclear reactors, and relatively low-level materials, such as medical, industrial and research waste.

Regional: means, in most instances, the Federal OSHA Regional and Area offices, and State plan and Consultation Project offices or activities within the OSHA region.

Regional Administrator: means the individual with primary responsibility for managing, executing and evaluating all programs of the Occupational Safety and Health Administration (OSHA) in the region, including coordination with the State plans and Consultation Projects.

Regional Emergency Management Plan (REMP): means the plan, adopted by an OSHA Regional Office, describing the procedures that the region will follow in the event it is necessary to respond to a large-scale catastrophic event, primarily terrorist acts.

Regional Response Team (RRT): (under development):

Risk Managers: means designated OSHA personnel that by virtue of their experience or having completed OSHA Risk Management training will assume the primary role under the REMP for Safety and Health Risk Assessment and Management during response to a covered event.

Robert T. Stafford Disaster Relief and Emergency Assistance Act (the “Stafford Act”): means the legislation enacted (42 U.S.C. 5121 – 5206) to provide an orderly and continuing means of assistance by the Federal Government to State and local governments in carrying out their responsibilities to alleviate the suffering and damage which result from disasters. (See References for link to the Stafford Act).

Site-specific health and safety health plan (or HASP): means a written plan that identifies the site tasks and hazards, and the work practices and exposure controls to protect site workers.

Specialized Response Team: means a designated group of OSHA health and safety technical experts with the specialized knowledge, training, skills, and equipment (PPE, detection, etc.) necessary to respond during covered events involving one of the following: chemical warfare agents, toxic industrial chemicals, biological agents, ionizing radiation, and structural collapses.

State plan States (State plans): means States that, under Section 18 of the OSHA Act, operate their own OSHA-approved job safety and health programs under plans approved by Federal OSHA. There are currently 23 States and jurisdictions operating complete State plans (covering both the private sector and State and local government employees) and three – Connecticut, New Jersey and New York – which cover public (State and local government) employees only. State plans must set and enforce

job safety and health standards that are “at least as effective as” comparable Federal OSHA standards. State plans are required to extend coverage to State and local government employees, including law enforcement, firefighters, health care workers and other emergency responders.

Toxic Industrial Chemical (or Material) (TIC or TIM): means a chemical other than a chemical warfare agent that has harmful effects on humans. A TIM is a specific type of industrial chemical – one that has a LCt50 (lethal concentration for 50% of the population multiplied by exposure time) less than 100,000 mg-min/m<sup>3</sup> in any mammalian species and is produced in quantities exceeding 30 tons per year at one production facility. Examples include ammonia, chlorine, cyanogens chloride, and hydrogen cyanide. (National Institute of Justice publication Guide 100-00: Guide for Selection of Chemical Agent and Toxic Industrial Material Detection Equipment for Emergency Responders; publication provides a complete list of TIMs).

Terrorism or terrorist act/incident/event/release: means any premeditated, unlawful act dangerous to human life or public welfare that is intended to intimidate or coerce civilian populations or governments.

TOPOFF (Top Officials): means a congressionally mandated, national-level, multi-agency, multi-jurisdictional WMD response exercise, designed to better prepare senior government officials at all levels to effectively respond to an actual terrorist attack involving WMD. TOPOFF is led by the Department of Justice, the federal agency designated to respond to domestic terrorist attacks, the Department of State, which has the lead for responding to international attacks, and the Department of Homeland Security. Participants are officials at the federal, state, and local levels who would direct crisis management and consequence management response to a real WMD attack.

Unified Command (or ICS/US): means a component of an ICS that provides the organizational management tool to coordinate the effective involvement of the various agencies. The ICS/UC brings together the “incident commanders” of all major organizations involved in the response. The Unified Command is a triangle; the member placed at the top of the triangle has the final authority for the response.

Voluntary Protection Programs (VPP): means an OSHA cooperative program designed to recognize and promote effective safety and health management. In the VPP, management, labor, and OSHA establish a cooperative relationship at a workplace that has implemented a strong program. VPP participants are a select group of facilities that have designed and implemented outstanding health and safety programs. Star participants meet all VPP requirements. Merit participants have demonstrated the potential and willingness to achieve Star program status, and are implementing planned steps to fully meet all Star requirements.

Weapons of Mass Destruction: means explosive, incendiary, nuclear, biological, and chemical weapons. As defined in 18 U.S.C., Section 2332a, “the term ‘weapon of mass destruction’ means:

- Any destructive device as defined in section 921 of this title;
- Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors;

- Any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.”



**APPENDIX C – REGIONAL AND AREA OFFICE EMERGENCY CONTINGENCY PLANS**

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**ATLANTA REGIONAL OFFICE – CONTINGENCY PLAN**

Given the uncertainty of future events, the immediate plan if the Atlanta Federal Center (AFC) is closed due to a “Condition Red” threat level. Only essential personnel will be given access to the building. The following is our current plan:

If access to the AFC is impossible due to closure the following essential personnel will report to one of the metro Atlanta AOs”.

Cindy Laseter	Atlanta East
Teresa Harrison	Atlanta West
Benjamin Ross	Atlanta East
Thomas Hawkins	Atlanta West
Bill Fulcher	Atlanta East
Mary Moore	Atlanta West

All other personnel will remain or return to their residences. Employees are to work on whatever projects or activities they are able to, and await further instruction.

If a Condition Red situation affects the entire metro Atlanta Area resulting in possible closure of the area offices, then the same aforementioned essential personnel will report to the residence of Cindy Laseter in Social Circle, GA. Again, all other regional office staff will remain or return to their residences, and will work on projects or activities as appropriate and await further instruction.

Essential personnel as listed will have access to the building should return to the regional office be required for whatever reason.

Area Directors will be notified of implementation of the Regional Office COOP and advised of changes in the situation. Notification will be by email if possible of the status of the Regional Office operations.

## **BIRMINGHAM AREA OFFICE – CONTINGENCY PLAN**

In the event the area office is **shut down** for any reason, such as but not limited to fire damage, tornado damage, water damage, power outage or terrorism, the following guidelines will apply:

### **SHORT-TERM DISRUPTIONS (1-5 days)**

1. The **alternate work location** will be:

\* Residence of Area Director  
4368 Summerset Blvd.  
Mc Calla (Bessemer), AL 35022  
(205) 426-4936  
Cell Phone: (912) 441-2371

Directions -- Off of I-459, exit on EXIT 1. Turn the direction that takes you to Bessemer. Approx. 1.5 miles, turn right onto Summerset Blvd., 5<sup>th</sup> house on the right (#4368).

\* This location is subject to change if a more appropriate location is identified.

2. The following employees will **report daily to the alternate work location**: (unless directed otherwise)

<b>Area Director</b>	<b>Roberto Sanchez</b>
Assistant Area Director	Harold Ciancio
Assistant Area Director	Lisa Strunk
Compliance Program Mgr	Paul Alvarado
Administrative Assistant	Cheryl Graham
Safety and Health Clerk	Elaine Willis

3. The Compliance Assistance Specialist (CAS) is to continue with any speaking engagements or meetings previously scheduled. Otherwise, the CAS is to remain in contact with the alternate work location to obtain further instructions.
4. Compliance officers should plan on conducting inspections during the time that the office is not usable or inhabitable. A limited amount of supplies, such as a one-week's supply of film or batteries may be purchased to be claimed on a SF 1034, "Public Voucher for Purchases and Services Other Than Personal." The use of POV will be encouraged if the GOV are not available. If needed, vehicles could be rented if approved by the area director.
5. Safety compliance officers who are not involved in a current on-site inspection are to conduct referral inspections and/or inspections under the Regional Emphasis Program on falls of construction sites. If applicable, CO could work on case activities with the approval of episodic flexi-place. Referrals on industrial hygiene issues such as silica and lead are to be called in to the alternate work location. The geographical area will be

divided among the safety compliance officers as follows: (see attached map, areas will be based on CSHO availability and work load at the time)

Battle  
Cooley  
Dooley  
Hynes  
Keith  
Marino  
Sharp  
Sotak

6. Industrial hygiene employees who are not involved in a current on-site inspection are to contact their Team Leader to obtain inspection instructions. Sampling equipment will be secured from other offices or the Lab. Inspection activity may include conducting referral inspections, SST inspections or complaint inspections. Geographical area could be divided between the IH's or job assignments will be based on the available work.

Bell  
Davis  
McCann  
Sanchez

7. **Any changes** to the above schedules requested by the staff must be coordinated through the appropriate team leader or area director. A liberal leave policy will be in place, work load permitting.
8. Employees should call the alternate location each morning for the latest instructions.
9. If area office 's phone system remains operational, employees should **update their phone message** to let callers know appropriate information such as how to file complaints by calling the OSHA's 800 number or any other alternate number available at the time and let them know whether you will be checking your messages. See attached "General Information" on remote access of your phone.
10. If computer system remains operational, employees can **access their e-mail** from a remote location, such as home, see "General Information" attachment.
11. If the Alternate location is also unusable or uninhabitable, a new alternate work location will be identified. Employees in the field should then call the regional office, 404-562-2300 for instructions. A contact person will be designated to provide instructions.

#### **LONG-TERM DISRUPTIONS (6 days or more)**

12. If it becomes necessary to move the office location on a long-term basis, all staff will report to the new alternate work location identified for this purpose.

13. All operations will be run from the alternate work location until new workspace is obtained.
14. If phone and computer systems remain operational, see 9 & 10 above.
15. Employees should **remain flexible** regarding work assignments and work locations because all circumstances cannot be anticipated and/or covered in this contingency plan.
16. Employees should keep a copy of this contingency plan at a location away from the office.

## **ATLANTA-WEST – CONTINGENCY PLAN**

In the event the area office is **shut down** for any reason, such as but not limited to fire damage, tornado damage, water damage, power outage, or anthrax testing, the following guidelines will apply:

### **SHORT-TERM DISRUPTIONS (1-5 days)**

1. The **alternate work location** will be:

Atlanta-East Area Office  
LaVista Perimeter Office Park  
Building 7, Suite 110  
Tucker, Georgia 30084  
(770) 493-6644  
Area Director G.T. Breezley – direct line 770-493-1801  
Fax 770-493-7725

Directions: Off of I-285, exit on LaVista Road. Turn toward the direction that takes you outside of the perimeter highway (away from Atlanta, toward Tucker). At the first stop light, take a left on Northlake Parkway. After about a hundred yards, the office park entrance will be on your right. There are two entrances, if you miss the first one. Go to the back right-hand building, which is building 7. At the double-glass door, you will see a sign for the Dept. of Labor – OSHA. Ring the doorbell, because the door is locked at all times.

2. The following employees will **report daily to the alternate work location**:

Area Director	Richards
Assistant Area Director	Gill
Assistant Area Director	Morris
Program Assistant	Starks
Administrative Assistant	Watkins
Clerk	Jackson

3. The Compliance Assistance Specialist (CAS) is to continue with any speaking engagements or meetings previously scheduled. Otherwise, the CAS is to go to the alternate work location to obtain further instructions.  
Velez
4. Compliance officers should plan on conducting inspections during the time that the office is not usable or inhabitable. A limited amount of supplies, such as a one-week's supply of batteries, may be purchased on the government credit card and claimed on a SF 1034, "Public Voucher for Purchases and Services Other Than Personal."
5. Safety compliance officers who are not involved in a current on-site inspection are to conduct referral inspections of construction sites. Referrals on industrial hygiene issues such as silica and lead are to be called in to the response team leader Harold Gill at the alternate work location:

Fountain – Douglas, Paulding, Haralson and Carroll counties  
 Johnson – Bartow, Gordon, Murray, Whitfield and Catoosa counties  
 King – Fulton County  
 Ellison – Cobb County  
 Black – Clayton, Fayette, Spalding, Pike, Lamar and Upson counties  
 Harvey – Polk, Floyd, Chatooga, Walker, and Dade counties  
 Lucas – Heard, Troup, Coweta, and Meriwether counties  
 \*TBD – Muscogee, Chattahoochee, Marion, Taylor, Talbot and Harris counties  
 \*To be determined as needed

6. Industrial hygiene employees who are not involved in a current on-site inspection are to go to the Atlanta-East area office to obtain inspection instructions and sampling equipment. Inspection activity may include conducting inspections of internet complaints which are received at the Atlanta-East area office that deal with companies in Atlanta-West's jurisdiction, or responding to IH referrals by the safety compliance officers.  
     Hass  
     Goins  
     Matthews  
     Phillips  
     Remington
7. **Any changes** to the above schedules requested by the staff must be coordinated through the appropriate team leader or area director.
8. If Atlanta-West's phone system is operational, the area director will leave updated messages for the staff on his personal phone line 770-984-8256, concerning the status of returning to the office. Employees should **call this line each morning** for the latest instructions.
9. If Atlanta-West's phone system remains operational, employees should **update their phone message** to let callers know appropriate information such as how to file complaints (for example, tell them to call Atlanta-East at 770-493-6644 and to let them know whether you will be checking your messages. See "General Information" below on remote access of your phone.
10. If Atlanta-West's computer system remains operational, employees can **access their e-mail** from a remote location, such as home. (See Attachment)
11. If the Atlanta-East area office is also unusable or uninhabitable, the alternate work location will be the Atlanta Regional Office, 61 Forsyth St, Suite 6T50, Atlanta, Georgia. Employees in the field should then call the regional office @ 404-562-2300 to reach the team leaders or area director.

## **LONG-TERM DISRUPTIONS (6 days or more)**

12. If it becomes necessary to move the office location on a long-term basis, the staff will report to the following **alternate work location**:  
Atlanta-East Area Office  
LaVista Perimeter Office Park  
Building 7, Suite 110  
Tucker, Georgia 30084  
(770)493-6644  
Fax 770-493-7725  
  
See paragraph 1 for directions to Atlanta-East.
13. The Atlanta-East area office will provide a conference room for the staff, and the staff will utilize laptop computers or desktop computers as they become available.
14. If the Atlanta-East area office is also unusable or uninhabitable, the alternate work location will be the Atlanta Regional Office, 61 Forsyth Street, Suite 6T50, Atlanta, Georgia, 404-562-2300.
15. All operations will be run from the alternate work location until new workspace is obtained.
16. If Atlanta-West's phone system remains operational, employees should **update their phone message** to let callers know appropriate information such as how to file complaints (for example, tell them to call Atlanta-East at 770-493-6644) and to let them know that you will be checking your messages. See "General Information" below on remote access of your phone.
17. If Atlanta-West's computer system remains operational, employees can **access their e-mail** from a remote location, such as home. See Attachment.

## **GENERAL INFORMATION**

18. If Atlanta-West's phone system is working, you can access your messages and change your greeting message from a remote location. To do so:  
Dial your direct telephone line 770-984-\_\_\_\_\_.  
When your message begins, press \* # #.  
Dial your mailbox #, which is your four-digit extension: 30\_\_\_\_.  
d. Dial your access code: \_\_\_\_\_.  
You will get the menu. Some options:  
Press "1" to listen to messages.  
Press "3" for personal options, then 1 for greetings...follow instructions to change your mailbox greeting. Remember to press # when you finish recording your new greeting.
19. Home telephone numbers of the area director and team leaders:

Andre Richards	770-850-9717
Harold Gill	770-985-0128
Patricia Morris	770-996-4821

20. Employees should **remain flexible** regarding work assignments and work locations because all circumstances cannot be anticipated and/or covered in this contingency plan.
21. Employees should keep a copy of this contingency plan at a location away from the office.



## **ATLANTA EAST AREA OFFICE – CONTINGENCY PLAN**

The possibility of natural or man made emergencies requires us as an office to plan in advance for such events.

### **SHORT-TERM DISRUPTIONS (1-5 working days)**

Employees should check with media concerning any decisions made by the Federal Emergency Management Council for such information as closing of offices and/or change of operating hours. If the area office is closed for any reason and work continues:

Alternate work location will be each person's home. Each employee has a list which identifies each employee's home address and telephone number.

Area Director and Team Leaders will contact their corresponding team members to provide information, give assignments and prioritize work as needed.

During the office closure, each employee is to contact their supervisor in the morning and afternoon for information, assignment, etc.

### **LONG-TERM DISRUPTIONS (6 working days or more)**

#### **ALTERNATE WORK LOCATION**

If available, we will be at the Atlanta West AO. Area Director and Team leaders will notify their team members as to the initial report time.

Directions to Atlanta West – Take 285 to Highway 41 and go north about ½ to 1 mile. You will pass KFC and Red Lobster on your right. Turn right at Herodian Way and the 4-5 story office building will be on your left. DO NOT park in the “Reserved” parking spaces. Go to the back of the building and park in the parking decks below the top parking lot. The AO is on second floor – north wing. Phone number for the office is 770-984-8700.

If needed, other long-term alternate work locations will be reviewed and utilized.

### **OTHER INFORMATION**

It is expected that any office closure at Atlanta West may cause their operations to be moved to the Atlanta East AO. It is also expected that any office closure at the Regional Office may cause part of their operations to be moved to the Atlanta East AO.

## **COLUMBIA AREA OFFICE – CONTINGENCY PLAN**

The following guidelines apply in the event the Columbia Area Office location is shut down for any reason, such as, but not limited to: fire damage; water damage; severe storm damage; power outage; anthrax or similar testing; or on the order Dept. of Homeland Security. This does not apply to routine weather delays and closings which are covered by other GSA, Dept. of Labor and area office emergency procedures

### **I. Initial reporting for duty after office shut down.**

The Area Director will attempt to contact each employee by calling their home number, by means of the office pager, or by calling a personal cell phone number. If the employee can be contacted, the Area Director will advise them of the situation, and confirm if, when, and where they are to report for duty.

The Area Director will advise Columbia employees of her lodging location and phone number when in Columbia on travel status. When not in the Columbia or Raleigh office, Suzanne Street may be contacted using the following numbers:

Residence near Raleigh	919-528-2831
Cell phone (Verizon)	919-270-4185
Pager	919-983-8954
Vacation home	434-325-7733

Employees who have information about an office shut down should attempt to notify the area director.

If it is not possible for the Area Director and employees to communicate, they should report directly to the following location. SCOSH is aware that their offices have been designated as our alternate location and they indicate there is adequate space to house Columbia Federal OSHA staff on a temporary basis. SCOSH has agreed to this arrangement.

South Carolina Dept of Labor, Licensing and Regulation  
3600 Forest Drive, Suite 100  
Columbia, SC 29211-1329  
(803) 896-4300  
Point of Contact: Dottie Ison or David Copeland

Alternatively, depending on the nature and anticipated duration of the closing of the Strom Thurmond Federal Building, Columbia Area Office staff may be requested to meet with the Area Director at her temporary lodging location.

If the shut down is ordered during business hours, the Area Director will advise employees at that time about reporting to the alternate work location.

The Area Director or her designee will advise the Regional Administrator of the situation and provide contact information as soon as possible.

Carrying out work duties while office is shut down.

The Area Director and program assistant will report to the alternate work location, and function to the extent possible or provide assistance to SCOSH.

If the reason for the shut down is not related to an emergency response which OSHA is involved in, compliance officers should plan on conducting inspections during the time the office is not usable. A limited amount of incidental supplies that may be needed may be borrowed from the SCOSH office, or purchased using the official procurement credit card (not the card used for travel).

If there is a state of emergency and the South Carolina emergency management center has been activated, OSHA will function, with SCOSH, in the roles designated in the REMP, where consistent with the state emergency response procedures. If the emergency is widespread, but does not extend to North Carolina, the use of OSHNC's Mobil Response Unit may be requested for use as a command and communication center.

Employees should attempt to check their work email by means of web access, if Internet is available. The link for access and instructions are on the Intranet, and are Instructions for accessing email remotely are as follows:

Open site <http://rmosha.osha.gov/exchange/osha.htm>

At log on window, enter your login name. For example, street.suzanne

At enter Network Password window, enter your user name and domain. For example, Columbia\street. Next enter your windows password. Click OK, and your remote email should open up.

## **FRANKFORT AREA OFFICE- CONTINGENCY PLAN**

In the event the Frankfort area office is **shut down** for any reason, such as, but not limited to fire damage, tornado damage, water damage, power outage, earthquake, anthrax testing, or national emergency, the following guidelines will apply:

### **SHORT-TERM DISRUPTIONS (1-5 days)**

1. The **alternate work location** will be:

Kentucky Labor Cabinet  
Division of Occupational Safety and Health  
U.S. Highway 127 South  
Frankfort, KY 40601  
(502) 564-3070  
(502) 564-5387

Arrangements have been secured to have space made available for the staff of OSHA Frankfort within the offices of the State of Kentucky OSH office. This arrangement would be for the duration of the emergency we would be confronted with, or until alternate space were secured with telephone service and minimal equipment needed to operate at an acceptable level.

2. The following employees would **report daily to the alternate work location where they can be reached at the following telephone number:**

Area Director	Ron J. McGill – (502) 564-3070
Administrative Assistant	Ramona Collette - (502) 564-3070

3. The Compliance officers assigned to the Frankfort OSHA office would continue with any ongoing field activity which may be currently underway. Otherwise, they would report to the KY- OSH office to assist in responding to inquiries, report writing, and other necessary activities. Other arrangements may also be considered, such as, working from their homes until the emergency situation is concluded.

Safety CSHO	Richard Taylor
IH CSHO	Suzanne Porter

4. Compliance officers should plan on conducting inspections during the time that the office is not usable or inhabitable. A limited amount of supplies needed to conduct normal business may be purchased on the government credit card and claimed on a SF 1034, "Public Voucher for Purchases and Services Other Than Personal." All such purchases must be pre-approved by the area director.

5. Safety compliance officers who are not involved in a current on-site inspection activity would report to the State KY-OSH office to assist in inquiry response:

Safety CSHO - Richard Taylor

6. Industrial hygiene employees who are not involved in a current on-site inspection would report to the State KY-OSH office to assist in inquiry response:  
IH CSHO - Suzanne Porter
7. **Any changes** to the above schedules requested by the staff must be coordinated through the area director.
8. If the Frankfort OSHA office phone system is operational, the area director or his/her designee will leave an updated message on the answering system for the public, informing callers of the emergency situation and that they may contact Federal OSHA at (502) 564-3070 and **specifically request to speak to a FEDERAL OSHA Representative**. The message will also allow for them to call the OSHA (Federal or State 800 numbers) in case the caller wishes to use that provision to contact OSHA. Frankfort OSHA office staff will contact the area director on his cell or home phone each morning prior to 8:00 AM concerning the status of returning to the office. Employees should **call this line each morning** for the latest instructions.
9. If the Frankfort OSHA office phone system remains operational, the message will let callers know appropriate information such as how to file complaints.(for example, tell them to call the KY-OSH office at (502) 564-3070).
10. If the Frankfort office computer system remains operational, employees may be able to **access their e-mail** from a remote location, such as home.
11. If the KY-OSH offices are also unusable or uninhabitable, the alternate work location will be the employees homes until further notice. Employees in the field should then call the area director on his cell or home phone to get instructions.

#### **LONG-TERM DISRUPTIONS (6 days or more)**

12. If it becomes necessary to move the office location on a long-term basis, the staff will report to the following **alternate work location**:

Kentucky Labor Cabinet  
Division of Occupational Safety and Health  
U.S. Highway 127 South  
Frankfort, KY 40601  
(502) 564-3070  
(502) 564-5387

Any anticipated time frame longer than two weeks would most likely result in securing an alternate work space to set up a temporary Federal office with telephones and computer equipment sufficient to conduct business as normally as possible.

13. The Compliance officers assigned to the Frankfort OSHA office would continue with any ongoing field activity which may be currently underway. Otherwise, they would report to the State KY-OSH office to assist in responding to inquiries, report writing, and other necessary activities. Other arrangements may also be considered, such as, working from their homes until the emergency situation is concluded, or alternate space is established.

Safety CSHO      Richard Taylor  
IH CSHO          Suzanne Porter

The KY-OSH office will provide appropriate space in their facility for the OSHA staff on an as needed basis, and the staff will utilize laptop computers or desktop computers as they become available.

14. If the KY-OSH office is also unusable or uninhabitable, the alternate work location will be to work from the employees' homes until the emergency situation is concluded, or until alternative space can be secured for use by the OSHA staff. The alternate space would be secured and established with phone service and only the absolute necessary equipment as soon as possible.
15. As much of the operations as can be will be run from the alternate work location until new workspace is obtained.
16. If the Frankfort computer system remains operational, employees can **access their e-mail** from a remote location, such as from the alternate location or home.

## **GENERAL INFORMATION**

1. Home telephone number and cell number of the area director:

Ron McGill, Area Director - Home (615) 833-4324  
Cell (615) 390-8716

Home telephone numbers for office staff:

Administrative Assistant - Ramona Collette - (859) 271-6311  
Safety CSHO - Richard Taylor - (859) 299-2747  
IH CSHO - Suzanne Porter - (502)961-0251(M-F)  
(606) 889-9188 (S&S)

2. Employees should **remain flexible** regarding work assignments and work locations because all circumstances cannot be anticipated and/or covered in this contingency plan.
3. Employees should keep a copy of this contingency plan at a location away from the office.

## **JACKSONVILLE OSHA OFFICE- CONTINGENCY PLAN**

In the event the area office is **shut down** for any reason, such as but not limited to fire damage, weather, water damage, power outage, the following guidelines will apply, as well as **OASAM DIRECTIVE No. OD 4636.01**, (Effective Date, **September 15, 2000**), SUBJECT: PROCEDURES FOR EMERGENCY DISMISSAL AND OFFICE CLOSING:

### **SHORT-TERM DISRUPTIONS (1-5 working days)**

1. The **alternate work location** will be each person's home. Each employee has a list that identifies each employee's home address and telephone number.
2. The area director will contact the assistant area directors and administrative staff members to share information, give assignments, and other information. The assistant area directors will contact their staffs to share information, give assignments, and other information.
3. Compliance officers and the compliance assistance specialist are to continue with any previous assignments unless given higher priority assignments.

Unless otherwise instructed by their supervisor, each day that the office is closed, each employee is to contact their supervisor in the morning, around noon time, and at the end of the day for briefings, instructions, assignments and other information.

### **LONG-TERM DISRUPTIONS (6 working days or more)**

If it becomes necessary to move the office location on a long-term basis, the staff will report to the following **alternate work location**:

Office of Workers Compensation  
214 North Hogan Street, Suite 1026  
Jacksonville, FL 32202  
Voice: 904-357-4725  
Facsimile: 904-357-4734

2. All operations will be run from the alternate work location until new workspace is obtained.

### **GENERAL INFORMATION**

Not all emergencies or conditions and our reactions to them can be addressed in this document; hence, staff must be flexible to respond to existing conditions.

Office closings due to weather and similar conditions are announced by radio and television stations. Notifications of closings will be done by the "telephone tree" listed below. If an employee has not

received notification, and/or there are any doubts about the closing of the office, employees should contact their supervisor regarding announced office closings.

If an assistant area director cannot be contacted, contact the area director. If the area director cannot be contacted, the Atlanta Regional Office should be contacted for guidance and information.

Leave policies during emergencies are addressed in the OASAM directive.

#### TELEPHONE TREE

The Area Director will call each Assistant Area Director, the Compliance Assistant Specialist, the Administrative Assistant, and the IMIS Clerk.

Each Assistant Area Director, in turn, will call each of their respective staff members.



## **MOBILE AREA OFFICE- CONTINGENCY PLAN**

**Purpose** – This Continuity of Operations Plan (COOP) is for the employees located in the Occupational Safety and Health Administration's Mobile Area Office. The COOP provides information on coordinating the office response to emergency situations that may require operations to be conducted at alternate locations. This guidance does not override any existing Department of Labor or other Federal Government directives covering emergency response or work schedules.

**General** – In the event the area office is unusable for any reason, the guidelines contained in this plan will be followed to ensure the functions of this office can be carried out. If the condition or situation falls under other guidance, such as emergency weather dismissal, that guidance will apply. All operations will be run from the Alternate Work Location (AWL) until the office is restored or until more permanent workspace is obtained.

Employees may be required to work in locations that are considered Temporary Duty assignments and must remain flexible regarding work assignments and work location. Employees will be required to take all PPE with them for any of the listed situations.

**Less than 24 hour Contingency** – For any time that the office space will be unavailable for less than 24 hours, the Area Director will assign all employees work to be done either in the field or on episodic flexi place.

**Short Term Relocation: (2-7 days)** – Due to the location of the nearest OSHA office, when the office is expected to be unavailable for less than 7 days, the following individuals will be assigned as indicated.

Safety Specialists and the Industrial Hygienists will be assigned inspections and/or assigned to complete case file work on episodic flexi place.

The Compliance Assistance Specialist will continue conducting scheduled outreach and speeches and/or complete other assigned work on episodic flexi place.

The Safety and Health Clerk will be given assigned work to be completed on episodic flexi place.

The Assistant Area Directors, the Program Assistant, and the Area Director will meet at the designated Alternate Work Location (AWL). This location will be selected at the time of the incident from a list of coordinated office spaces that have been pre-approved. (See Appendix A)

**Medium Term Relocation: (8-25 days)** – When the office will not be available for a more extended period of time the Area Director will select the Alternate Work Location (AWL) based on the specific conditions surrounding the incident using Appendix A of this plan. All employees will be notified of the work location and the work hours via their home telephone or specified telephone number contained in the Office Contact Information.

**Long Term Relocation: (26 days or more)** – When the office will not be available for a more than 26 days, and none of the AWL's are available for the extended period of time, office employees will be

directed to report to either the Birmingham, Atlanta West, or the Regional OSHA offices. The Area Director, based on work assignments, efficiency of the office, and individual inputs, will make the determination and assignments.

**Technical Equipment –**

In all cases any available equipment needed will be removed from the Area Office and maintained by designated personnel. All equipment will be tracked using the appropriate forms for issuance. Where the duration is medium to long, the Area Director will designate an individual to maintain the equipment readiness for the office.

**Office Equipment –**

Where the duration is medium to long, the following equipment will be relocated, if possible, to the AWL:

1 Color Laser Printer

Pitney Bowes Stamp meter and scale

Office Supply Kit (See Attachment B)

Sampling Media

**Telephones –**

Where the office phone system is operational, an updated message indicating the temporary office number will be made for incoming messages. The employee directory and other lines will not be made available. Employees should update their personal message to indicate the temporary office number.

Where the office phone system is not operational, the Area Director will coordinate with the local phone service to list the temporary office number through there system if it is available.

Initial telephone traffic will be handled utilizing the area office cellular phones. The main office line will be (251) 463-3594 and will be maintained by the Program Assistant and/or the Safety and Health Clerk. The response team line will be (251) 463-3592 and the strategic team line will be (251) 463-3592. The Team Leaders will maintain these lines. The Area Director will maintain (251) 463-3591.

**Computers –**

Where the office computer system remains operational, employees will be able to access email and the NCR through remote means.

Where the office computer system is not operational, limited email capabilities will be available and the NCR remote login will be coordinated with the Regional Office.

The LAN Server and NCR Server will be relocated as needed to the AWL. The Area Director on an as needed basis will issue laptops to employees and the individual office computers will be relocated as needed.

## **NASHVILLE AREA OFFICE- CONTINGENCY PLAN**

In the event the Nashville area office is **shut down** for any reason, such as, but not limited to fire damage, tornado damage, water damage, power outage, earthquake, anthrax testing, or national emergency, the following guidelines will apply:

### **SHORT-TERM DISRUPTIONS (1-5 days)**

1. The **alternate work location** will be:

Tennessee Department of Labor and  
Workforce Development  
Division of Occupational Safety and Health  
710 James Robertson Parkway, 3<sup>rd</sup> Floor  
Nashville, TN 37210  
(615) 741-2793 FAX (615) 253-1623

Arrangements have been secured to have space made available for the staff of OSHA Nashville within the offices of the State TOSHA office. This arrangement would be for the duration of the emergency we would be confronted with, or until alternate space were secured with telephone service and minimal equipment needed to operate at an acceptable level.

2. The following employees would **report daily to the alternate work location and may be reached at the following telephone number:**

Area Director	Ron J. McGill – (615) 741-2793
Administrative Assistant	Terri Tucker – (615) 741-2793

3. The Compliance officers assigned to the Nashville office would continue with any ongoing field activity which may be currently underway. Otherwise, they would report to the State TOSHA office to assist in responding to inquiries, report writing, and other necessary activities. Other arrangements may also be considered, such as, working from their homes until the emergency situation is concluded.

Safety CSHO	Herbert Snapp
IH CSHO	Sharon Ratliff

4. Compliance officers should plan on conducting inspections during the time that the office is not usable or inhabitable. A limited amount of supplies needed to conduct normal business may be purchased on the government credit card and claimed on a SF 1034, "Public Voucher for Purchases and Services Other Than Personal." All such purchases must be pre-approved by the area director.

5. Safety compliance officers who are not involved in a current on-site inspection would report to the State TOSHA office to assist in inquiry response:

Safety CSHO - Herb Snapp

6. Industrial hygiene employees who are not involved in a current on-site inspection would report to the State TOSHA office to assist in inquiry response:  
IH CSHO - Sharon Ratliff
7. **Any changes** to the above schedules requested by the staff must be coordinated through the area director.
8. If the Nashville OSHA office phone system is operational, the area director or his/her designee will leave an updated message on the answering system for the public, informing callers of the emergency situation and that they may contact Federal OSHA at (615) 741-2793 and **specifically request to speak to a FEDERAL OSHA Representative**. The message will also allow for them to call the OSHA (Federal or State 800 numbers) in case they wish to use that provision to contact OSHA. Nashville OSHA office staff will contact the area director on his cell or home phone each morning prior to 8:00 AM concerning the status of returning to the office. Employees should **call this line each morning** for the latest instructions.
9. If the Nashville OSHA office phone system remains operational, the message will let callers know appropriate information such as how to file complaints.(for example, tell them to call the TOSHA office at (615) 741- 2793).
10. If the Nashville office computer system remains operational, employees may be able to **access their e-mail** from a remote location, such as home.
11. If the TOSHA offices are also unusable or uninhabitable, the alternate work location will be the employees homes until further notice. Employees in the field should then call the area director on his cell or home phone to get instructions.
12. If the Tennessee Department of Labor and Workforce Development offices are affected to the extent of not being operational, the staff will meet at the residence of the area director on the first day. Further arrangements will be determined at that time.  
Area Director's Residence: 541 Northcrest Drive

### **LONG-TERM DISRUPTIONS (6 days or more)**

If it becomes necessary to move the office location on a long-term basis, the staff will report to the following **alternate work location**:

Tennessee Department of Labor and Workforce Development  
Division of Occupational Safety and Health  
710 James Robertson Parkway, 3<sup>rd</sup> Floor  
Nashville, TN 37210  
(615) 741-2793 FAX (615) 253-1623

Any anticipated time frame longer than two weeks would most likely result in securing an alternate work space to set up a temporary Federal office with telephones and computer

equipment sufficient to conduct business as normally as possible. The Compliance officers assigned to the Nashville office would continue with any ongoing field activity which may be currently underway. Otherwise, they would report to the State TOSHA office to assist in responding to inquiries, report writing, and other necessary activities. Other arrangements may also be considered, such as, working from their homes until the emergency situation is concluded, or until alternate space is established.

Safety CSHO	Herbert Snapp
Health CSHO	Sharon Ratliff

The TOSHA office will provide appropriate space in their facility for the OSHA staff on an as needed basis, and the staff will utilize laptop computers or desktop computers as they become available.

If the TOSHA office is also unusable or uninhabitable, the alternate work location will be to work from the employees' homes until the emergency situation is concluded, or until alternative space can be secured for use by the OSHA staff. The alternate space would be secured and established with phone service and only the absolute necessary equipment as soon as possible. As much of the operations as can be will be run from the alternate work location until new workspace is obtained.

If the Nashville computer system remains operational, employees can **access their e-mail** from a remote location, such as from the alternate location or home.

## **GENERAL INFORMATION**

1. Home telephone number and cell number of the area director:  
Ron McGill, Area Director - Home (615) 833-4324  
Cell (615) 390-8716

Home telephone numbers for office staff:

Administrative Assistant -	Terri Tucker - (615) 366-2945
Safety CSHO -	Herb Snapp - (615) 384-9294
IH CSHO -	Sharon Ratliff - (615) 355-4871

Employees should **remain flexible** regarding work assignments and work locations because all circumstances cannot be anticipated and/or covered in this contingency plan.

2. Employees should keep a copy of this contingency plan at a location away from the office.

## **RALEIGH AREA OFFICE- CONTINGENCY PLAN**

The following guidelines apply in the event the Raleigh Area Office location is shut down for any reason, such as, but not limited to: fire damage; water damage; severe storm damage; power outage; anthrax or similar testing; or on the order Dept. of Homeland Security. This does not apply to routine weather delays and closings which are covered by other Dept. of Labor and area office emergency procedures

### **I. Initial reporting for duty after office shut down.**

The Area Director will attempt to contact each employee by calling their home number, by means of the office pager, or by calling a personal cell phone number. If the employee can be contacted, the Area Director will advise them of the situation, and confirm if and where they are to report for duty at the designated alternate location.

Employees who have information about an office shut down should attempt to notify the area director.

If it is not possible for the Area Director and employees to communicate, they should report directly to the following location. OSHNC is aware that their Chapanoke offices have been designated as our alternate location and they indicate there is adequate space to house Raleigh OSHA staff.

North Carolina Dept of Labor  
Division of Occupational Safety and Health  
319 Chapanoke Road, Suite 10  
Raleigh, NC 27603  
(919) 662-4711

If the shut down is ordered during business hours, the Area Director will advise employees at that time about reporting to the alternate work location.

The Area Director or her designee will advise the Regional Administrator of the situation and provide contact information as soon as possible.

### **Carrying out work duties while office is shut down.**

The Area Director and program assistant will report to the alternate work location, and function to the extent possible or provide assistance to OSHNC.

If the reason for the shut down is not related to an emergency response which OSHA is involved in, compliance officers should plan on conducting inspections during the time the office is not usable. A limited amount of incidental supplies that may be needed may be borrowed from the OSHNC office, or purchased by the program assistant using the official procurement credit card (not the card used for travel).

If there is a state of emergency and the North Carolina emergency management center has been activated, OSHA will function, with OSHNC, in the roles designated in the incident response plan. OSHNC's Mobile Response Unit may be used as a command and communication center.

Employees should attempt to check their work email by means of web access, if Internet is available. The link for access and instructions are on the Intranet, and are Instructions for accessing email remotely are as follows:

Open site <http://rmosha.osha.gov/exchange/osha.htm>

At log on window, enter your login name. For example, street.suzanne

At enter Network Password window, enter your user name and domain. For example, Raleigh\street. Next enter your windows password. Click OK, and your remote email should open up.

## **SAVANNAH AREA OFFICE- CONTINGENCY PLAN**

In the event the Savannah Area Office (SAO) is **shut down** for any reason, such as but not limited to fire damage, hurricane or tornado damage, water damage, power outage or a terrorist-related incident, the following guidelines will apply:

The area director and/or the team leader will contact employees when an emergency has occurred or if there is a strong possibility of an emergency situation occurring such as a hurricane to determine whether to report to the office, alternate work location, or stay at home until contacted by the area director and/or team leader. In case the office is shut down, the alternate work location will be the Chatham County Public Library, Oglethorpe Branch, located at 7 Oglethorpe Mall Annex. Employees should listen to local television and/or radio stations for updates.

### **SHORT-TERM DISRUPTIONS (1-5 days)**

1. Compliance officers should plan on conducting inspections during the time that the office is not usable or inhabitable. A limited amount of supplies, such as a one-week's supply of film or batteries, may be purchased on the government credit card and claimed on a SF 1034, "Public Voucher for Purchases and Services Other Than Personal."
2. The Compliance Assistance Specialist (CAS) is to continue with any speaking engagements or meetings previously scheduled. Otherwise, the CAS should call the area director to obtain further instructions.
3. Safety compliance officers who are not involved in a current on-site inspection are to conduct referral inspections of construction sites. Referrals on industrial hygiene issues such as silica and lead are to be called in to the response team leader (Kurt Petermeyer) at the alternate work location.
4. **Any changes** to the above schedules requested by the staff must be coordinated through the appropriate team leader or area director.
5. If SAO's phone system is operational, the area director will leave updated messages for the staff on the office private phone line 912.652.4395 concerning the status of returning to the office. Employees should **call this line each morning** for the latest instructions.
6. If SAO's phone system remains operational, employees should **update their phone message** to let callers know appropriate information such as how to file complaints (for example, option to call the OSHA Hotline (1.800.321.OSHA) and to let them know whether you will be checking your messages. See "General Information" below on remote access of your phone.
7. If SAO's computer system remains operational, employees can **access their e-mail** from a remote location, such as home. See Attachment.



## **LONG-TERM DISRUPTIONS (6 days or more)**

If it becomes necessary to move the office location on a long-term basis, the staff will report to a location to be determined by the area director or acting area director.

If SAO's phone system remains operational, employees should **update their phone message** to let callers know appropriate information such as how to file complaints (for example, option to call the OSHA Hotline (1.800.321.OSHA) and to let them know that you will be checking your messages. See "General Information" below on remote access of your phone.

If SAO's computer system remains operational, employees can **access their e-mail** from a remote location, such as home. See Attachment.

## **GENERAL INFORMATION**

1. If SAO's phone system is working, you can access your messages and change your greeting message from a remote location. To do so:
  - a. Dial the direct telephone line - (912) 652-4393.
  - b. When the message begins, press #.
  - c. Dial your mailbox number, which is your two-digit extension (i.e 16).
  - d. When prompted enter your password.
  - e. You will get the menu. Some options:
    - Press "1" to listen to messages.
    - Press "3" for personal options, then 1 for greetings...follow instructions to change your mailbox greeting. Remember to press # when you finish recording your new greeting.
2. Home telephone numbers of the area director and team leaders:  
John J. Deifer - 912.897.6576 Beeper #1.800.759.8888 PIN# 1164407  
Kurt Petermeyer - 912.598.7812 Cell # (912) 398.2260  
John Vos - 912.927.6510 Cell # (912) 656.7611
3. The OSHA Hotline will be notified of any office shutdown and be requested to forward calls to a team leader's cell phone for further action.
4. Employees should **remain flexible** regarding work assignments and work locations plans, because all circumstances cannot be anticipated and/or covered in this contingency plan.
5. Employees should keep a copy of this contingency plan at a location away from the office

## **TAMPA AREA OFFICE- CONTINGENCY PLAN**

In the event the area office is **shut down** for any reason, such as but not limited to fire damage, tornado damage, water damage, power outage or anthrax testing, the following guidelines will apply:

### **SHORT-TERM DISRUPTIONS (1-5 days)**

1. The **alternate work location** will be the area director's residence (if arrangements can be made, a more central location, such as the nearby National Guard Base, will be substituted):

1598 Sand Hollow Lane  
Palm Harbor, FL 34683  
(727) 786-8035  
(813) 310-0606 cell

Directions – Take Hillsborough Ave. west, which becomes Tampa Rd. West. Cross U.S. 19, travel approximately 2 miles and turn right onto Allens Drive West (just past Palm Harbor Middle School). Turn right onto Sand Hollow Lane to 1598.

2. The following employees will **report daily to the alternate work location:**

Area Director	Les Grove
Assistant Area Director	Keven Yarbrough
Assistant Area Director	Rafael Rodriguez
Assistant Area Director	Brian Hennessy
Program Assistant	DeAnna Belton
Administrative Assistant	Cara Cira
Clerk	JoAnn Massengill
Clerk	Venus Kilgore

3. The Compliance Assistance Specialist (CAS) is to continue with any speaking engagements or meetings previously scheduled. Otherwise, the CAS is to go to the alternate work location to obtain further instructions.
4. Compliance officers should plan on conducting inspections during the time that the office is not usable or inhabitable. A limited amount of supplies, such as a one-week's supply of film or batteries, may be purchased on the government credit card and claimed on a SF 1034, "Public Voucher for Purchases and Services Other Than Personal."
5. Safety compliance officers who are not involved in a current on-site inspection are to conduct referral inspections of construction sites. Referrals on industrial hygiene issues such as silica and lead are to be called in to either response team leader at the alternate work location:

Norton – Sarasota, Manatee and Charlotte counties  
Gross – Sumter and Lake counties

Nicou – Pinellas, Pasco, Hernando counties  
Padgett – Sumter, Lake and Orange counties  
Moore – Sumter, Lake and Seminole counties  
Hodenus – Hillsborough, Polk counties  
Knopf – Charlotte and Lee counties  
Chadwick – Polk, Hardee and Highlands counties  
Anderson - Manatee, Hardee and Hillsborough counties  
Cargill - Sarasota, Charlotte and Desoto counties  
Gulley - Sarasota, Manatee and Desoto counties  
Andree - Orange, Seminole and Brevard counties  
Mosley - Hillsborough, Polk and Osceola counties

6. Industrial hygiene employees who are not involved in a current on-site inspection are to contact their team leader at the alternate work location for instructions. Inspection activity may include accompanying safety CSHOs on construction inspections, or responding to IH referrals by the safety compliance officers.  
Starlin Martin  
Winfred Marrero  
Keith Piercy  
Gwen Cooper  
Byron Blanke  
David Wood  
John Santa Cruz
7. **Any changes** to the above schedules requested by the staff must be coordinated through the appropriate team leader or area director.
8. If Tampa's phone system is operational, the area director will leave updated messages for the staff on his personal phone line (813-626-1177, ext. 3032) concerning the status of returning to the office. Employees should **call this line each morning** for the latest instructions.
9. If Tampa's phone system remains operational, employees should **update their phone message** to let callers know appropriate information such as how to file complaints (for example, tell them to call the Jacksonville or Ft. Lauderdale area offices at (904) 232-2895 and (954) 424-0242, respectively) and to let them know whether you will be checking your messages. See "General Information" below on remote access of your phone.
10. If Tampa's computer system remains operational, employees can **access their e-mail** from a remote location, such as home. See Attachment.

## **LONG-TERM DISRUPTIONS (6 days or more)**

1. If it becomes necessary to move the office location on a long-term basis, all operations will continue to be run from the alternate work location until new workspace is obtained.

## **GENERAL INFORMATION**

If Tampa's phone system is working, you can access your messages and change your greeting message from a remote location. To do so:

- a. Dial the main telephone line 813-626-1177.
- b. When the message begins, press #.
- c. Dial your mailbox #, which is your four-digit extension.
- d. Dial your access code: \_\_\_\_\_.
- e. You will get the menu. Some options:
  - Press "1" to listen to messages.
  - Press "3" for personal options.

Home telephone numbers of the area director and team leaders:

Les Grove – 727-786-8035  
Keven Yarbrough – 813-689-2368  
Rafael Rodriguez – 813-264-6866  
Brian Hennessy – 813-949-5602

Employees should **remain flexible** regarding work assignments and work locations because all circumstances cannot be anticipated and/or covered in this contingency plan.

Employees should keep a copy of this contingency plan at a location away from the office.

## **FORT LAUDERDALE AREA OFFICE – CONTINGENCY PLAN**

In the event the area office is **shut down** for any reason, such as but not limited to fire damage, tornado damage, water damage, power outage or terrorist threat/attack, the following guidelines will apply. The Area Director will inform the staff of such event in a chain call system where the AD will call the first person in the list in #2 below and that person will call the next available one and so on until all have been notified.

### **SHORT-TERM DISRUPTIONS (1-5 days)**

The **alternate work location** will be:

Residence of Luis R. Santiago  
11198 NW 70<sup>th</sup> Ct.  
Parkland, FL 33076  
(954) 575-2546

Directions -- Off Sawgrass Expressway take the Coral Ridge exit and go north. Drive for approximately ¼ of a mile and enter to your right into Parkland Isles asking access to Luis' residence. Past the gate house turn left and then turn right on the third street. Drive to 11198 on your right.

Arrangements will be started immediately to obtain limited office space at one of several hotels. These are The Renaissance on the corner of Pine Island and I-595, The Residence Inn on the north side of University Dr & Broward Blvd., or The Marriott on Coral Ridge Dr. and the Sawgrass Expressway.

The following employees will **report daily to the alternate work location unless arrangements are made with their supervisor for them to work from their own homes:**

Area Director	Santiago
Assistant Area Director	McDonald
Assistant Area Director	Morris
Asistant Area Director	Alcorn
Program Assistant	Finkelstein

The Compliance Assistance Specialist (CAS) Bain, will continue with any engagements or meetings previously scheduled and will continue to conduct business from home through flexiplace until further instructions.

Compliance officers should conduct inspections during the time that the office is not accessible, usable or inhabitable. Operations will be from their home base. You should always carry a limited amount of supplies, such as a one-week's supply and as needed, may purchase necessary supplies (keep all receipts with clear description and needs of purchase) and claim on a SF 1034, "Public Voucher for Purchases and Services Other Than Personal." Use professional judgment when conducting your activities to ensure

that you do not put yourself or others at risk. This agency will not allow you to put your own safety at risk. If you elected to use GOV, and you can access one, you are to use it, if not you may be authorized to use a POV or the rental of a vehicle. Please consult with your supervisor for this.

Safety compliance officers who are not involved in a current on-site inspection are to conduct referral inspections of construction or other sites unless told otherwise by their supervisor. Referrals on industrial hygiene issues such as silica and lead, among others are to be called in to the individual team leader at the alternate work location.

Industrial hygiene employees who are not involved in a current on-site inspection are to coordinate with their AADs to obtain assignments and to request sampling equipment from the laboratory or from other area offices. Inspection activity may include conducting inspections of internet complaints which will be received through one of the other two Florida area offices, or responding to IH referrals by the safety compliance officers.

**Any changes** or questions on the above instructions requested by the staff must be coordinated through the appropriate team leader, area director or regional office at 404-562-2300.

If Ft. Lauderdale's area office phone system is operational, the area director will leave updated messages for the staff on 954-424-1240, extension 29 concerning the status of returning to the office or changes to our operations. Employees should **call this line each morning** for the latest instructions.

If Ft. Lauderdale's phone system remains operational, employees should **update their phone message** to let callers know appropriate information such as how to file complaints (for example, tell them to call Tampa, Jacksonville or the OSHA 800 number. Update your greeting to reflect the situation at hand and inform callers that you will be checking your messages. To remote access of your phone, refer to #15.

If Ft. Lauderdale's computer system remains operational, employees can **access their e-mail** from a remote location, such as home following IT instructions. Those who may want to load the CSHO application to their personal computers, please coordinate with Max Finkelstein.

Reserved.

**LONG-TERM DISRUPTIONS (6 days or more)** These instructions are in addition to 1 - 11.

1. If it becomes necessary to move the office location on a long-term basis, the staff will report to the new space obtained as soon as it becomes available and will be informed of any additional moves to more permanent space as it becomes imminent.

2. All operations will be run from the alternate work location(s) until new workspace is obtained.
3. If for any reason you cannot communicate with any supervisor, please call the regional office at 404-562-2300 and reach the Deputy Regional Administrator Teresa Harrison or the Regional Administrator Cindy Coe Laseter for additional instructions.

## **GENERAL INFORMATION**

If Ft. Lauderdale's area office phone system is working, you can access your messages and change your greeting message from a remote location. To do so:

Retrieving voice mail messages from outside the Fort Lauderdale area office and within the office.

Instruction:

Retrieving remotely:

1. From any phone, call 954-424-1240.
2. Enter your personal ID when the message starts.(8 plus your extension. Ex: 846 for Max Finkelstein)
3. Enter your pass code if you have one.
4. Follow the prompts.

Retrieving before or after hours:

1. From any phone, call 954-424-0242 OR 954-424-1240.
2. Enter your personal ID when the message starts.(8 plus your extension. Ex: 846 for Max Finkelstein)
3. Enter your pass code if you have one.
4. Follow the prompts.

Retrieving from within the office:

1. From a phone within the office, press INTERCOM then 38, 39, 40 or 41.This will call the voice mail system.
2. Enter your personal ID when the message starts.(8 plus your extension. Ex: 846 for Max Finkelstein)
3. Enter your pass code if you have one.
4. Follow the prompts.

To change greeting messages:

Just follow the prompts in #4 of the instructions above.

Home telephone numbers of the area director and team leaders:

Luis R. Santiago – 954-575-2546

Powell McDonald - 954-785-8095  
 Roger Alcorn – 561-852-1124  
 Ramona Morris - 954-321-9908

Employees should remain flexible regarding work assignments and work locations because all circumstances cannot be anticipated and/or covered in this contingency plan.

Employees should keep a copy of this contingency plan at a location away from the office.  
 The plan will be updated and modified on a regular basis.

### **Emergency Employee Contact List**

NAME	ADDRESS	PHONE
Roger Alcorn	19448 Caroline Circle Boca Raton, FL 33434	(561) 852-1124 Cell (561) 703-6266
Manuel Azcarraga	3704 E. Shore Road Miramar, FL 33023	(954) 986-7279 Cell (954) 559-0951
Vergie Bain	2180 NW 33rd Ave. Lauderdale Lakes, FL 33311	(954) 717-0036 Cell (954) 594-7772
Armando Cabarcas	8930 Johnson Street Pembroke Pines, FL 33024	(954) 433-4068
Cathy Canion	2161 SW 35 <sup>th</sup> Ave. Ft. Lauderdale, FL 33312	(954) 316-7578 Cell (954) 260-7228
Evelyn Caraballo	12951 NW 1 <sup>st</sup> Street, Apt. 209 Pembroke Pines, FL 33028	(954) 538-9831 Cell (305) 788-6034
Maria Colon	327 Lakeview Drive, Apt. 102 Weston, FL 33326	(954) 389-9356 Cell – (954) 558-7902
Angel Diaz	2460 NW 94 <sup>th</sup> Way Sunrise, FL 33322	(954) 748-0926
Condell Eastmond	140N NW 108 Avenue #266 Plantation, FL 33322	(954) 236-2902 Cell - (954) 258-3290
Max Finkelstein	2141 NW 88 <sup>th</sup> Ave., #106 Coral Springs, FL 33065	(954) 255-6507
Peter Foreman	709 SE 7 <sup>th</sup> Street Ft. Lauderdale, FL 33301	(954) 524-3346
Mike Health	2857 NE 32 <sup>nd</sup> St. #8 Ft. Lauderdale, FL 33301	(954) 566-1944 Cell - (954) 931-5099
Clarence Kugler	4167 NW 7 <sup>th</sup> Place Deerfield Beach, FL 33442	(561) 427-4679
Canute Lobban	7280 NW 35 <sup>th</sup> Street Lauderhill, FL 33319	(954) 749-2451
Axel Lopez	410 Jefferson Dr., Apt 102 Deerfield Beach, FL 33442	(954) 698-9770
Jaime Lopez	341 N. 69 <sup>th</sup> Terrace	(954) 965-7199



	Hollywood, FL 33024	
Frank Marques	9325 Lagoon Place, Apt. 301 Davie, FL 33324	(954) 475-4997
Powell McDonald	3308 SE 2 <sup>nd</sup> Street Pompano Beach, FL 33312	(954) 785-8095
Hannah-Marie Miller	5260 NW 55 <sup>th</sup> Blvd., Apt. 304 Coconut Creek, FL 33073	(954) 426-3328
Ramona Morris	1861 SW 67 <sup>th</sup> Avenue Plantation, FL 33317	(954) 321-9908
Douglas Prince	5417 NW 90th Terrace Sunrise, FL 33351	(954) 578-0063 cell (954) 651-0457
Denise Richburg	P.O. Box 670546 Coral Springs, FL 33067	(954) 978-9815
Natasha Sanborn	6101 SW 51 Ct Davie, FL 33014	Cell (954) 448-6605 Home (954) 965-0272
Luis Santiago	11198 NW 70 <sup>th</sup> Court Parkland, FL 33076	(954) 575-2546
Robert Starkey	250 NW 39 <sup>th</sup> Street Boca Raton, FL 33431	(561) 391-8907
Juan Torres	9850 Royal Palm Blvd. Coral Springs, FL 33065	(954) 575-3708 Cell: (954) 695-6036
Eduardo Vivas	813 Blue Ridge Circle West Palm Beach, FL 33409	(561) 640-2943 Cell – (561) 827-3313
Babette Wilkerson	542 SE 27 <sup>th</sup> Terrace Fort Lauderdale, FL 33312	(954) 600-3949

## **JACKSON, MS AREA OFFICE - CONTINGENCY PLAN**

In the event of a business interruption the following plan provides for our operational guidance.

Weather related early dismissals and closures of the office are the most common past occurrences we have experienced. The Jackson Federal Executive Association board makes recommendations on the closure or late reporting of federal employees in the Jackson metropolitan area. The area director or assistant area director is advised of their recommendations when feasible and they attempt to contact each employee.

If an employee has a question about the office status they should call the area director's phone line 601-965-4606 ext 20 or 601-965-5400. The voice mail message on the area director's line will provide the latest information available on the office status. If the communications system of the office is not operational but general communications in the area are operational the voice mail message on the area director's cellular telephone (601-832-8582) will be updated with the appropriate instructions.

When the area director is not available, assistant area directors Eugene Stewart or Jesse Baynes, are to be contacted for information on the status of the office.

Eugene Stewart 601-981-7887  
Jesse Baynes 601-924-3448

If the area office is **shut down** for any reasons such as fire damage, weather damage, power failure, public health or security concern employees the following guidance will apply:

If telecommunication equipment is operational the area director phone line 601-965-4606 ext 20 or 601-965-5400 will be updated with the latest instructions. If general communication is available in the area but the office system is not operational the area director cellular phone message will be updated with the latest instruction.

Employees will check communication lines after 8 AM and before 10 AM each day for the latest instructions.

If the office cannot open and communication lines are not operational employees are to report to the parking area of the office.

If the parking area is also affected we will report to the west side parking area of Northpark 10 Theatre 250 Ring Road, North Park Mall.

Temporary space will be identified such as Area Director Residence, another Federal location, or commercial space to continue temporary operations. Employees will write reports from their home or other temporary location. The area director or assistant area director will provide referrals and programmed inspections for compliance staff.

In the absence of the ability to contact the area director or the assistant area director the Assistant Regional Administrator for Enforcement Programs, Benjamin Ross should be contacted in Atlanta, (404-562-2300).

Compliance officers should plan on conducting inspections during the time that the office is not usable or inhabitable.

A limited amount of supplies, such as a one-week's supply of film or batteries, may be purchased and claimed on a SF 1034, "Public Voucher for Purchases and Services Other Than Personal "

Employees should **remain flexible** regarding work assignments and work locations because all circumstances cannot be anticipated and/or covered in this contingency plan.

Employees should keep a copy of this contingency plan at a location away from the office.

Phone Tree – If possible the Area Director calls the Assistant Area Directors, Compliance Assistant Specialist and the Area Director Secretary. Each of those individuals attempts to contact the employees in their section.

## **APPENDIX D – EMERGENCY OPERATIONS CENTER AND EMERGENCY CONTACT LISTING**

### **Emergency Operations Center**

The (EOC) serves as the central location for internal Regional Office command and control during a covered event. When initiated by the Regional Administrator, or designee, it will function as OSHA's Regional Command Post during a response. The Regional EOC will coordinate with the OSHA National Office, Office of Emergency Management (OEM), and other federal operation centers. The Regional EOC will facilitate the coordination of safety and health technical experts, equipment, and other resources through centralized operations. The Regional EOC provides a single point of contact for Area Office, State Plan States, and other federal organizations requesting support and allows for the allocation of resources from multiple agencies to meet these requests. The Regional EOC structure ensures that Regional Administrator, State Plan Program Officials, Consultation Project, and other federal organizations need make only a single call to identify and initiate a request for personnel, equipment, and other resources. The Regional EOC structure also provides for the coordination of incoming and outgoing information about event circumstances and environment to ensure information validity and consistency. During multiple covered events or during an event where resources are requested by multiple organizations, the Regional EOC structure provides the means for exchanging relevant information for prioritizing response requests and allocating Regional as well as National Federal OSHA resources accordingly.

**NOTE: REFER TO APPENDIX J FOR A LISTING OF THE APPROPRIATE EQUIPMENT THAT MAY BE NEEDED AND UTILIZED DURING AN EMERGENCY SITUATION.**

# REGION IV EMERGENCY CONTACT LISTING

OFFICES	MANGERS	OFFICE #'s	(BAT PHONE)	HOME #'s	CELL #'s
<b>RO</b>	<b>CINDY COE LASETER</b>	<b>(404) 562-2245</b>	<b>(404) 562-2245</b>	<b>(678) 342-7705</b>	<b>770-294-2953(O)</b>
	<b>TERESA HARRISON</b>	<b>(404) 562-2249</b>	<b>(404) 562-2249</b>	<b>(770) 435-1382</b>	<b>770-294-2955(O)</b> <b>678-770-2035 (P)</b>
	<b>BENJAMIN ROSS</b>	<b>(404) 562-2284</b>	<b>(404) 562-2284</b>	<b>(770) 498-0017</b>	<b>NA</b>
	<b>THOMAS HAWKINS</b>	<b>(404) 562-2272</b>	<b>(404) 562-2272</b>	<b>(770) 471-7155</b>	<b>678-592-7084 (P)</b>
	<b>BILL GRIMES</b>	<b>(404) 562-2254</b>	<b>404) 562-2254</b>	<b>(770) 237-3130</b>	<b>678-493-5575 (P)</b>
	<b>BILLY BRIGHT</b>	<b>(404) 562-2260</b>	<b>(404) 562-2260</b>	<b>404-284-7310</b>	<b>NA</b>
<b>TPA</b>	<b>DENNIS RUSSELL</b>	<b>(813) 626-1177</b>	<b>(813) 626-1177</b>	<b>(770) 761-7760</b>	<b>941-962-0970 (P)</b>
<b>ATL-E</b>	<b>GEI T. BREEZLEY</b>	<b>(770) 493-1801</b>	<b>(770) 493-1801</b>	<b>(678) 367-7214</b>	<b>NA</b>
	<b>BILL COCHAN</b>	<b>(770) 493-5412</b>	<b>(770) 493-5412</b>	<b>(770) 439-5025</b>	<b>687-662-6313</b>
	<b>NA</b>	<b>(770) 493-5402</b>	<b>(770) 493-5402</b>	<b>NA</b>	<b>NA</b>
<b>ATL-W</b>	<b>ANDRE' RICHARDS</b>	<b>(770) 984-8256</b>	<b>(225) 892-7469</b>	<b>(770) 850-9717</b>	<b>770-853-8335(O)</b>
	<b>HAROLD GILL</b>	<b>(770) 984-9026</b>	<b>(770) 984-9026</b>	<b>(770) 985-0128</b>	<b>NA</b>
	<b>PATRICIA MORRIS</b>	<b>(770) 984-8861</b>	<b>(770) 984-8861</b>	<b>(770) 996-4821</b>	<b>NA</b>
<b>BHM</b>	<b>ROBERTO SANCHEZ</b>	<b>(205) 731-1534</b> <b>Ext. 136</b>	<b>(205)731-1546</b>	<b>(205) 426-4936</b>	<b>205-329-027 (O)</b>
	<b>PAUL ALVARADO</b>	<b>(205)731-1534</b> <b>Ext.160</b>	<b>(205)731-1534</b> <b>Ext. 160</b>	<b>(205) 823-0612</b>	<b>NA</b>
	<b>LISA STRUNK</b>	<b>(205)731-1534</b> <b>Ext. 159</b>	<b>(205)731-1534</b> <b>Ext. 159</b>	<b>(205) 338-6671</b>	<b>NA</b>
	<b>HAROLD CIANCIO</b>	<b>(205)731-1534</b> <b>Ext. 154</b>	<b>(205)731-1534</b> <b>Ext. 154</b>	<b>(205) 822-4122</b>	<b>205-215-1334 (P)</b>
<b>COL</b>	<b>SUZANNE STREET</b>	<b>(803) 765-5208</b>	<b>(803) 765-5208</b>	<b>NA</b>	<b>NA</b>
<b>FTL</b>	<b>LUIS SANTIAGO</b>	<b>(954) 424-0242</b> <b>Ext. 29</b>	<b>(954) 424-1240</b> <b>Ext. 29</b>	<b>(954) 575-2546</b>	
	<b>ROGER ALCORN</b>	<b>(954) 424-0242</b> <b>Ext. 14</b>	<b>(954) 424-1240</b> <b>Ext. 14</b>	<b>(561) 852-1124</b>	<b>NA</b>

	<b>RAMONA MORRIS</b>	<b>(954) 424-0242 Ext. 42</b>	<b>(954) 424-1240 Ext. 42</b>	<b>(954) 321-9908</b>	<b>NA</b>
	<b>POWELL MCDONALD</b>	<b>(954) 424-0242 Ext. 42</b>	<b>(954) 424-1240 Ext. 16</b>	<b>(954) 785-8095</b>	<b>NA</b>
<b>FKT</b>	<b>RON MCGILL</b>	<b>(502) 227-7024</b>	<b>(502) 223-2609</b>	<b>(615) 833-4324</b>	<b>502-229-2385(O)</b>
<b>JAC</b>	<b>CLYDE PAYNE</b>	<b>(601) 965-4606 Ext. 20</b>	<b>(601) 965-5400</b>	<b>(601) 992-4966</b>	<b>601-832-8582(O)</b>
	<b>EUGENE STEWART</b>	<b>(601) 965-4606 Ext 19</b>	<b>(601) 965-4606 Ext 19</b>	<b>(601) 981-7887</b>	<b>601-832-9391(O)</b>
	<b>JESSE BAYNES</b>	<b>(601) 965-4606 Ext. 18</b>	<b>(601) 965-4606 Ext. 18</b>	<b>(601) 924-3448</b>	<b>NA</b>
<b>JAX</b>	<b>JAMES BORDERS</b>	<b>(904) 232-2895</b>	<b>(904) 398-4890</b>	<b>(904) 928-0443</b>	<b>NA</b>
	<b>JEFF ROMEO</b>	<b>(904) 232-2895 Ext. 3022</b>	<b>(904) 398-4890</b>	<b>(904) 620-9195</b>	<b>904-509-7174 (P)</b>
	<b>MARK DAVIS</b>	<b>(904) 232-2895 Ext. 3021</b>	<b>(904) 398-4890</b>	<b>(904) 215-7536</b>	<b>NA</b>
<b>MOB</b>	<b>KEN ATHA</b>	<b>(251) 441-6099</b>	<b>(251) 441-6099</b>	<b>(251) 340-6144</b>	<b>251-463-3591</b>
	<b>GAIL DAVIS</b>	<b>(251) 441-6338</b>	<b>(251) 441-6338</b>	<b>(251) 621-8586</b>	<b>NA</b>
	<b>JOHNNY BURROUGHS</b>	<b>(251) 441-5083</b>	<b>(251) 441-5083</b>	<b>(334) 438-3061</b>	<b>NA</b>
<b>NSH</b>	<b>RON MCGILL</b>	<b>(618) 781-5423</b>	<b>(615) 781-5423</b>	<b>(615) 833-4324</b>	<b>615-390-8716</b>
<b>RAL</b>	<b>SUZANNE STREET</b>	<b>(919)856-4770 Ext.102</b>	<b>(919)856-4770 Ext.102</b>	<b>(919) 231-4959</b>	<b>919-270-4195(O)</b>
<b>SAV</b>	<b>JOHN DEIFER</b>	<b>(912) 652-4393 Ext. 14</b>	<b>(912) 652-4395 Ext. 14</b>	<b>(912) 786-7440</b>	<b>912-663-0936</b>
	<b>JOHN VOS</b>	<b>(912) 652-4393 Ext. 13</b>	<b>(912) 652-43935 Ext. 13</b>	<b>(912) 927-6510</b>	<b>NA</b>
	<b>KURT PETERMEYER</b>	<b>(912) 652-4395</b>	<b>(912) 652-4395 Ext. 15</b>	<b>(912) 598-7812</b>	<b>912-398-2260</b>
<b>TPA</b>	<b>LES GROVE</b>	<b>(813) 626-1177 Ext. 3032</b>	<b>(813)626-1177 Ext. 3032</b>	<b>(727) 786-8035</b>	<b>813-310-0606(O)</b>
	<b>BRIAN HENNESSET</b>	<b>(813) 626-1177</b>	<b>(813) 626-1177</b>	<b>(813) 849-5622</b>	<b>NA</b>

		<b>Ext. 3034</b>	<b>Ext. 3034</b>		
	<b>RAFAEL RODRIQUEZ</b>	<b>(813) 626-1177</b> <b>Ext. 3035</b>	<b>(813) 626-1177</b> <b>Ext. 3035</b>	<b>(813) 264-6866</b>	<b>NA</b>
	<b>KEVEN YARBROUGH</b>	<b>(813) 626-1177</b> <b>Ext. 3024</b>	<b>(813) 626-1177</b> <b>Ext. 3024</b>	<b>(813) 689-2368</b>	<b>NA</b>

**APPENDIX E – REGION IV COMPREHENSIVE LIST OF SAFETY AND HEALTH  
TECHNICAL EXPERTISE**

<b>SUBJECT</b>	<b>CONTACT PERSON</b>	<b>TELEPHONE INFO</b>
<b>ERGONOMICS</b>	JIM DRAKE BILLIE KIZER	404.562.2283 404.562.2279
<b>COTTON DUST</b>	JIM DRAKE SOL RAINES	404.562.2283 404.562.2278
<b>ASBESTOS</b>	JIM DRAKE	404.562.2283
<b>HAZARD COMMUNICATIONS</b>	JIM DRAKE SOL RAINES BILLIE KIZER	404.562.2283 404.562.2278 404.562.2279
<b>NURSING HOMES</b>	JIM DRAKE	404.562.2283
<b>CONFINED SPACE</b>	BILLIE KIZER MIKE SHEA	404.562.2279 404.562.2287
<b>TECHNICAL EQUIP.</b>	JIM DRAKE BEN ROSS	404.562.2283 404.562.2284
<b>SST INSPECTIONS</b>	BILL FULCHER LINDA McLAUGHLIN	404.562.2302 404.562.2282
<b>POULTRY INDUSTRY</b>	BILL FULCHER	404.562.2302
<b>FALL PROTECTION</b>	MIKE SHEA LINDA McLAUGHLIN GEORGE PETAWAY	404.562.2287 404.562.2282 404.562.2286
<b>SILICA</b>	SOL RAINES	404.562.2278
<b>WORKPLACE VIOL.</b>	BEN ROSS	404.562.2284
<b>HAZWOPER</b>	BEN ROSS	404.562.2284
<b>FOUNDRY INDUSTRY</b>	BEN ROSS GEORGE PETAWAY	404.562.2284 404.562.2286
<b>BLOODBORNE PATHOGENS</b>	JIM DRAKE SOL RAINES	404.562.2283 404.562.2278
<b>TB</b>	MARK DAVIS	904.232.2895
<b>RESPIRATORS</b>	JIM DRAKE BILLIE KIZER SOL RAINES	404.562.2283 404.562.2279 404.562.2278
<b>RECORDKEEPING</b>	BILLIE KIZER	404.562.2279
<b>AGRICULTURE</b>	BILL FULCHER	404.562.2302
<b>MARITIME</b>	JOHN DEIFER	912.652.4393
<b>SCAFFOLDING</b>	MIKE SHEA GEORGE PETAWAY LINDA McLAUGHLIN	404.562.2287 404.562.2286 404.562.2282
<b>EXCAVATIONS</b>	MIKE SHEA GEORGE PETAWAY	404.562.2287 404.562.2286
<b>STEEL ERECTION</b>	MIKE SHEA LINDA McLAUGHLIN GEORGE PETAWAY	404.562.2287 404.562.2282 404.562.2286
<b>CONSTRUCTION TEAM</b>	PAULA STORY	404.562.2250



<b>COORDINATOR</b>		
<b>PSM</b>	TERRY WILKINS	404.562.2281
<b>ELECTRICAL</b>	TERRY WILKINS DAN CARGILL	404.562.2281 813.626.1177
<b>LOCKOUT /TAGOUT</b>	TERRY WILKINS GEORGE PETAWAY	404.562.2281 404.562.2286
<b>POWER GENERATION</b>	TERRY WILKINS DAN CARGILL	404.562.2281 813.626.1177
<b>PULP &amp; PAPER</b>	TERRY WILKINS BILLE KIZER	404.562.2281 404.562.2279
<b>MATERIAL HANDLING</b>	TERRY WILKINS GEORGE PETAWAY MIKE SHEA	404.562.2281 404.562.2286 404.562.2287
<b>LOGGING</b>	TERRY WILKINS	404.562.2281
<b>TUNNELING</b>	JON WORRELL	770.493.6644
<b>REMP</b>	TERRI HARRISON CLYDE PAYNE RON MCGILL BEN ROSS	404.562.2249 601.965.4606 615.781.5423 404.562.2284
<b>EXPLOSIVES</b>	HERB SNAPP TERRY WILKINS	615.781.5423 404.562.2281
<b>WMD (WEAPONS MASS DESTRUCTION)</b>	DR. JIM WHITE RANDALL DEFIBAUGH MATT HUMPHREVILLE ROBERT BENNETT	912.652.4393 904.232.2895 813.626.1177 251.441.6131
<b>JURISDICTIONAL ISSUES/ QUESTIONS</b>	BILL FULCHER	404.562.2302
<b>DOE</b>	GEORGE PETAWAY LLOYD "BO" BLACK	404.562.2286 770.984.8700

## **APPENDIX F – OSHA’S EMERGENCY PREPAREDNESS EXECUTIVE STEERING COMMITTEE, CHARTER, MISSION AND GOALS**

### **U.S. DEPARTMENT OF LABOR** **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION**

#### **Emergency Preparedness Executive Steering Committee**

##### **Background**

OSHA’s mission – to assure safe and healthful conditions for our working men and women – is a vital component of our Nation’s homeland security strategy. Homeland Security Presidential Directive-5 specifies that the Nation will manage domestic incidents using a single, comprehensive national incident management system. As the Department of Homeland Security (DHS) implements this National Incident Management System (NIMS) and the subsequent National Response Plan (NRP), OSHA needs to play a leading role in the worker safety and health portions of the system and plan, as well as to assist in other domestic preparedness and response activities. In response to mission assignments from DHS involving nationally significant incidents, OSHA’s role can include assisting the federal safety officers in an incident command system structure.

##### **Purpose**

The Emergency Preparedness Executive Steering Committee serves as a committee of senior-level executives and provides advice on OSHA’s role in emergency preparedness, including OSHA’s involvement in the activation of the National Response Plan. Committee executives provide guidance on the worker health and safety issues related to the development and implementation of OSHA’s emergency preparedness plans and policies, including the development of OSHA’s National Emergency Response Plan (NEMP). During an event, this committee is likely to be activated to provide guidance on the response to the incident.

##### **Committee Chair**

###### **Director, Directorate of Science, Technology and Medicine**

(Meetings may be chaired by the Assistant Secretary or Deputies when involving actual/ongoing incidents)

##### **Membership**

- Assistant Secretary
- Deputies to the Assistant Secretary
- Directorate Directors
- Regional Administrators (3)
- State Plan State Executives (2)

If the Committee is meeting regarding a specific incident, membership may include the Regional Administrator and State Plan Program Director involved in the incident response.

## **Tasks**

- Develop the Committee's mission, goals, and charter.
- Provide executive level review of the NEMP, including the policies written to support the plan.
- Provide guidance to responding authorities, upon request, in the event of a nationally significant incident.
- Provide input on policies involving training, equipment, and additional resources (including budget issues) for OSHA personnel as well as for federal/state/local/private responders.
- Review the "lessons learned" resulting from the critiques coordinated by the Director, DSTM, the Director, DEP, and the Director, DCSP.
- Develop and oversee the implementation of corrective actions in response to the "lessons learned".
- Identify "best practices" related to preparation for and response to incidents.
- Take part in tabletop exercises.

## **Meetings**

Meetings will be set on an "as needed" basis – when specific issues need to be addressed. Initially, during the development of the NEMP, meetings are likely to be bi-weekly. Frequency will diminish as preparedness work is completed.

Special meetings may be scheduled in response to a proposed or actual mission assignment from the Department of Homeland Security, involving a specific/ongoing incident.

## **APPENDIX G. – REGION IV EMERGENCY PREPAREDNESS COMMITTEE**

### **Emergency Preparedness Committee**

#### **Background**

OSHA's mission – to assure safe and healthful conditions for our working men and women – is a vital component of our Nation's homeland security strategy. Homeland Security Presidential Directive-5 specifies that the Nation will manage domestic incidents using a single, comprehensive national incident management system. As the Department of Homeland Security (DHS) implements this National Incident Management System (NIMS) and the subsequent National Response Plan (NRP), OSHA needs to play a leading role in the worker safety and health portions of the system and plan, as well as to assist in other domestic preparedness and response activities. In response to mission assignments from DHS involving nationally significant incidents. OSHA's role can include assisting the federal safety officers in an incident command system structure.

#### **Purpose**

The Region IV Emergency Preparedness Committee serves as a committee of management level personnel and labor representatives and provides advice on OSHA's role in emergency preparedness, including OSHA's involvement in the activation of the Regional Emergency Management Plan. Committee members provide guidance on the worker health and safety issues related to the development and implementation of Region IV OSHA's emergency preparedness plans and policies, including the development of Regional Emergency Management and Response Plan (REMP). During an event, the committee may likely be activated to provide guidance on the response to the incident.

#### **Committee Chair**

#### **Deputy Regional Administrator**

Meetings may be chaired by an ARA or AD in the absence of the Deputy Regional Administrator when involving actual/ongoing incidents.

#### **Membership (TBD)**

If the Committee is meeting regarding a specific incident, membership will include the Regional Administrator and State Plan Program Director/Administrator involved in the incident response.

#### **Tasks**

- Develop the Committee's mission, goals, and charter.
- Provide executive level review of the REMP, including the policies written to support the plan.
- Provide guidance to responding authorities, upon request, in the event of a nationally significant incident.
- Provide input on policies involving training, equipment, and additional resources (including budget issues) for OSHA personnel as well as for federal/state/local/private responders.
- Review the "lessons learned" resulting from the critiques coordinated by the Committee.
- Develop and oversee the implementation of corrective actions in response to the "lessons learned."
- Identify "best practices" related to preparation for and response to incidents.
- Take part in tabletop exercises.

**Meetings**

Meetings will be set on an “as needed” basis – when specific issues need to be addressed. Initially, during the development of the REMP, meetings are likely to be bi-weekly. Frequency will diminish as preparedness work is completed.

Special meetings may be scheduled in response to a proposed or actual mission assignment from the Assistant Secretary as received from the Department of Homeland Security, involving a specific/ongoing incident.

## **APPENDIX H - List of Contract Laboratories**

### **Contract Laboratories for Emergency Use**

<b>Region</b>	<b>Laboratory City, State</b>	<b>Emergency Contact Information</b>	<b>AIHA Accreditation</b>	<b>Other Specialty</b>
1	Environmental Health Laboratory Cromwell, CT 860-635-6475	James Kenny 860-916-2906 (cell)	MSAOL	GC/MS, thermal desorption
1	Hartford Insurance Co Hartford, CT 860-547-2805; 860-547-2833; 800-986-3509	Cindy Gosselin Ann McClure - 860-379-5226	MSAO	methyl amines
1	Travelers Property Casualty Corp Windsor, CT 860-687-7410	Marcel Baril 860-687-7410	MSAO	SEM
1	Liberty Mutual Insurance Co Hopkinton, MA 800-230-6263 - ext 352	Ethyl Patricio - Ed Stevenson 508-561-6305 508-259-8563	MSAO	Breathing Air D and E. Medical Gases N2O, O2, total Hydrocarbons, CO, and CO2 Uninterrupted Power Supply (UPS Generator)
2	EMSL Westmont, NJ 856-858-4800	Rob D'Malo 856-261-0423	SAOLBF	PCR, Biological
2	Galson East Syracuse, NY 888-432-5227	Pam Weaver 888-445-5302 - (pager)	MSAOL	ENTEC Canisters, AIHA Microbiology Accreditation pending
3	Free-Col Labs Meadville, PA 814-724-6242 ext 337	Zane Albaugh John Paraska 814-724-3726	MSAOL	
3	RJ Lee Group Monroeville, PA 724-325-1776	Drew VanOrden - Keith Rickabaugh 724-325-1776	MSAOL	
3	MSHA Pittsburgh, PA 412-386-6858; 412-386-6711	Robert Haney - Mark Wesoloski 412 386-6711	MSO	Metals, C. Silica, Mine Gas, Some solvents
3	Analytics Corp Richmond, VA 804-264-7100 - ext 5003	James Calpin - Chris Lapallo 804-794-2787 804-640-8339	MSAOL	Non-Asbestos fibers, molds and spores PLM
4	Analytical Environmental Services Atlanta, GA 770-457-8177	Mila Crain 770-457-8177	MAOL	

<b>Region</b>	<b>Laboratory City, State</b>	<b>Emergency Contact Information</b>	<b>AIHA Accreditation</b>	<b>Other Specialty</b>
4	Research Triangle Institute Research Triangle Park, NC 919-541-6747	Elizabeth Hill Press 0 - Bruce Harvey x6573 Bill Gutknecht x6883	MAOL	IH services, Biolevel 2 Lab
4	Tennessee Department of Labor Nashville, TN 615-741-2750	Jill Bulter 615-741-2750	MSAO	
5	Kemper, NATLSCO Long Grove, IL 847 320-7188	Bill Walsh 815-394-0808	MSAOL	Diesel Particulate
5	Michigan Department of Consumer & Industry Lansing, MI 517-241-0582	Henry Rayn 517-241-0582	MSAO	
5	Clayton Group Novi, MI 800-806-5887	Allen Schinsky 888-702-8500	MSAOL	AIHA Microbiology Accreditation pending, EPA Soil, water TL 17, TL11, TL10
5	Wisconsin Occupational Health Lab Madison, WI 800-446-0403	Terry Burke 608-263-3280	MSAOLBF	Particle ID Optical, TEM; Access to University Radiation services
6	Armstrong Forensic Lab Arlington, TX 817-275-2691	Michael Armstrong (Pres) - Ben Armstrong (VP) 817-909-1996 817-446-3764	MSAO	
6	HIH Laboratory Webster, TX 281-338-9000	Carol Newman - Jerry Bright 713-594-2478	MSAOL	
7	Certified Environmental Management Salina, KS 785-823-0492	Bruce Fast 785-822-1983	MSAO	
7	EnviroHealth Technologies, Inc St. Louis, MO 314-531-9868	Bill Lowry 314-323-8461	MAOL	
8	Reservoirs Environmental Services Denver, CO 303-964-1986	Jeannie Orr 303-929-6253	MAOL	Molds
8	Johns Manville Littleton, CO 303-978-5253	Chris Griffin Chris Griffin - 303-807- 3245 - Scott Steiner - 303-978-2584	MSAOL	
8	Data Chem Salt Lake City, UT 801-266-7700	Rand Potter 801-275-1628 - (pager)	MSAOL	FS Environmental services; Lrg, Sm SUMA canisters; pesticides; organo-phosphates, passive SS thermal desorption

<b>Region</b>	<b>Laboratory City, State</b>	<b>Emergency Contact Information</b>	<b>AIHA Accreditation</b>	<b>Other Specialty</b>
9	Fiberquant Analytical Services Phoenix, AZ 602-276-6139	Michael Breu 602-401-0331	MAL	
9	Aerotech Laboratories Tempe, AZ 480-967-1310	Karen Walters 602-501-9322	MO	Anthrax, Bacteria, Virus, Bio- terrorist chemicals
9	California Department of Health Services Berkeley, CA 510-540-2469	Peter Flessel 510-319-7174 (pager) Steven Wall 510-319-7178 (pager)	MSAOL	Limited capacity
9	Lawrence Livermore National Laboratories Livermore, CA 925-423-7348	Rohit Shah 925-373-0231	MOL	ICP metal scans, Be, Gross alpha, beta radiation
9	Health Science Associates Los Alamitos, CA 714-220-3922	Mike Chapman Jamie Steadman-Lyde Jennine Weitzel 714-220-3922 714-268-3091	MSAO	Some Radiation
9	EMS Laboratories Pasadena, CA 626-568-4065	Bernadine Kolk 626-568-4065	MSAOL	General IH
10	Oregon Occupational Health Laboratory Portland, OR 503-731-8398	Kermit McCarthy 503-287-5787 Cliff Gill 503 642-3416	MSAO	They have a lot of field equipment available
10	Washington State OSHA Olympia, WA 360-902-5171	Phil Peters 360-951-3140 - (cell)	MSAO	AIHA Microbiology Accreditation pending
10	University of Washington Seattle, WA 206-616-7159	Rolf Hanna Rolf Hanna - 206-526- 9513 - Russell Bills - 206-543-3263	MSAO	Field services from university can be made available; P/E Thermal desorption tubes GC/MS, IR on gas samples; Breathing air for fire fighters, divers; metabolites of organic-phosphates

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**Key to AIHA  
Accreditation:**

M = Metals  
S = Silica  
A = Asbestos

O = Organics  
L = Lead  
B = Bacteria

F = Fungi



## **Guidance for use of Contract Laboratories**

**Purpose:** To define the procedures to use in the event that the services of the Salt Lake Technical Center (SLTC) are unavailable because of an interruption of SLTC services, interruption of sample transport services, or other happenstance that prevents the use of laboratory services of the SLTC.

**Scope:** This document provides operating procedures to be used by field staff to assure that sample analysis of appropriate quality are secured for both compliance and non-compliance monitoring of substances of interest to OSHA. This procedure provides instructions for documentation of sampling such that submissions and results will be consistent with documentation requirements of the Salt Lake Technical Center Laboratory Information System (LISA). There are two basic situations in which contract laboratories may be used. The first is in the event of a suspension of air transport, such as happened in September 2001 when the World Trade Centers were attacked. The second is in the event of an interruption of SLTC services. The intent of this guidance document is to assure that analyses performed outside SLTC are compatible with OSHA's data requirements.

**Procedure:** When possible, use the SLTC as a broker to ensure that the proper analysis is performed and that the information required by all parties is collected. The Salt Lake Technical Center will facilitate analysis of your samples by a laboratory in as close proximity to the area office or incident as practical. The phone number for the SLTC is 801-524-7900.

In the event that SLTC is unavailable, or that communication with SLTC cannot be established, the regional or area office may use the attached list of laboratories to have analyses performed. This regionally distributed list was constructed from a larger list of AIHA accredited laboratories. The laboratories on this list were contacted to assess their willingness and availability to perform OSHA analysis on an emergency basis. Not all of the laboratories perform all of the most requested analyses, nor do they all have the capacity to carry a large load of samples. It is necessary to consult the attached list and the laboratory closest to you for availability of any particular analysis. Compliance samples must be performed using OSHA methods or OSHA approved methods. For other sampling, a laboratory should be properly accredited for the requested analysis.

Based upon our experience with the World Trade Center, there are two probable classes of sampling that may be encountered. These are regular compliance samples and non-compliance samples where no enforcement action is contemplated.

**Compliance analysis:** When a contract laboratory is used for compliance sample analysis, use the OSHA 91A form for sample submission and chain of custody, just as you would if the samples were being sent to SLTC. Follow all of the normal submission conventions. Special instructions for form fields follow below and are summarized on the attached OSHA Form 91A. If not otherwise mentioned, follow the usual form instructions.

**Establishment Name (block 4):** This field must be decided upon early so as to be consistent in spelling and format, including spaces. It may be no longer than 50 characters, including spaces. It is searchable in LISA and therefore has great power to define sub-areas within a larger incident scene.

**Lab Sample Number (block 20):** This field is reserved for SLTC so that the samples may be added to LISA, and should not be used by the contract lab for its sample number. The contract laboratory should use the Filter/Tube number (block 24) for its number.

**Sample Submission Number (block 21):** This is the place where the field identifies each individual sample. (Just as for compliance samples). Make sure that you use the bar code from pre-weighed gravimetric samples in the line 21, A Sample Submission Number. This is essential so that the tare or pre-weight can be found and used to determine the weight of collected material on the filters. Gravimetric samples cannot be analyzed without this information.

**Filter/Tube Number (block 24):** The Contract lab should use this field to number the samples using its laboratory numbers. When submitting samples to contract laboratories, this field is unavailable for Area Office or Regional Office use.

**Non-compliance analysis:** In an emergency situation, it may be decided to take non-compliance samples for whatever reason. In the World Trade Center effort, it was found that it was desirable to be able to easily single out WTC samples from the LISA database. We have set up a consistent model that can be used generically for such non-compliance samples. This is the case whether or not the samples are sent to SLTC. Special instructions for form fields follow below and are summarized on the attached OSHA Form 91A. If not otherwise mentioned, follow the usual form instructions.

**Reporting ID (block 1):** 7RRAAAAA Where RR is the region (e.g. 01, 02, etc), AAAAA is the Area Office Reporting ID including the leading 0, if present (e.g. 0213600 for Buffalo Area office).

**Inspection Number (block 2):** CSHO# - MMDD. Where CSHO# is the 5 character CSHO number, and MMDD is the month and day (e.g. 0112 for January 12). The year is not necessary, it will be clear from the sampling date. Use this format only for non-compliance samples. Use Proper Inspection numbers for compliance samples.

**Sampling Number (block 3):** This is the sheet identifier. It is used to determine which samples will be used in determining time weighted averages and severities. For every unique combination of blocks 1 and 2, all of the samples having the same Sampling Number will be used to calculate TWA and Severity. It is suggested that each compliance officer sequentially number this field, each desired TWA having a unique number such as 1, 2, or 3, & etc. This number should be simple. (However, the Sampling number may be no longer than 12 characters, including spaces). Use this format only for non-compliance samples. Use pre-printed sampling numbers for compliance samples. Do not photocopy pre-numbered forms for compliance samples except to combine more than one sheet.

**Establishment Name (block 4):** This field must be decided upon early so as to be consistent in spelling and format, including spaces. It may be no longer than 50 characters, including spaces. It is searchable in LISA and therefore has great power to define sub-areas within a larger incident scene.

**Lab Sample Number (block 20):** This field is reserved for SLTC so that the samples may be added to LISA, and should not be used by the contract lab for its sample number. The contract laboratory should use the Filter/Tube number (block 24) for its number.

**Sample Submission Number (block 21).** This is the place where the field identifies each individual sample. (Just as for compliance samples). Make sure that you use the bar code from pre-weighed gravimetric samples in line 21, A Sample Submission Number. This is essential so that the tare or pre-weight can be found and used to determine the weight of collected material on the filters. Gravimetric samples cannot be analyzed without this information.

**Filter/Tube Number (block 24):** The Contract lab should use this field to number the samples using its laboratory numbers. When submitting samples to contract laboratories, this field is unavailable for Area Office or Regional Office use.

**Chain of Custody:** Contract laboratories must maintain a chain of custody record, which must accompany the samples from submission to surrender to SLTC. LISA entries corresponding to Block 34 of FM91A are reserved for SLTC use. The Salt Lake Technical Center will enter data into these fields consistent with the business rules used by SLTC contracting officers.

## Air Sampling Worksheet

U.S. Department of Labor  
Occupational Safety and Health Administration

1. Reporting ID <b>7RRAAAA</b>	2. Inspection Number <b>CSHO# - MMDD</b>	3. Sampling Number <b>SEE INSTRUCTIONS</b>
4. Establishment Name <b>Use consistent naming scheme PRINT LEGIBLY!</b>		5. Sampling Date
7. Person Performing Sampling (Signature)		6. Shipping Date
8. Print Last Name		9. CSHO ID
10. Employee (Name, Address, Telephone Number)		14. Exposure Information a. Number b. Duration
		c. Frequency
11. Job Title	12. Occupation Code	15. Weather Conditions
		16. Photo(s) Y
13. PPE (Type and effectiveness)		17. Pump Checks and Adjustments
18. Job Description, Operation, Work Location(s), Ventilation, and Controls		
Cont'd		

19. Pump Number:						Sampling Data					
20. Lab Sample Number	<b>RESERVED FOR SLTC USE</b>										
21. Sample Submission Number	<b>FOR FIELD USE -- USE BAR CODE NUMBERS ONLY ON PRE-WEIGHED FILTERS</b>										
22. Sample Type											
23. Sample Media											
24. Filter/Tube Number	<b>USE THIS FIELD FOR CONTRACT LAB NUMBERS</b>										
25. Time On/Off											
26. Total Time (in minutes)											
27. Flow Rate <input type="checkbox"/> l/min <input type="checkbox"/> cc/min											
28. Volume (in liters)											
29. Net Sample Weight (in mg)											
30. Analyze Samples for:		31. Indicate Which Samples To Include in TWA, Ceiling, etc. Calculations									
32. Interferences and IH Comments to Lab		33. Supporting Samples a. Blanks: b. Bulks:		34. Chain of Custody a. Seals Intact? b. Rec'd in Lab c. Rec'd by Anal. d. Anal. Completed e. Calc. Checked f. Supr. OK'd		Initials Y N		Date			
Case File Page / of											

OSHA-91A (Rev. 1/84)

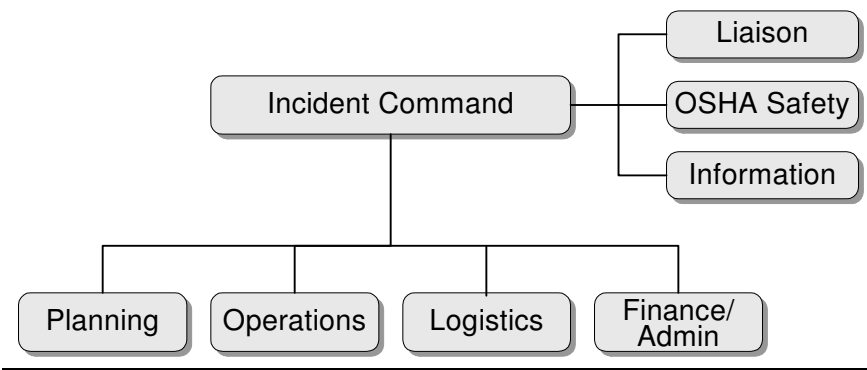
**Figure 1:** OSHA Form 91A (Version 1/84), with fields highlighted that require special handling when submitted for non-compliance analysis to a contract laboratory. The comments in fields 20,21, and 24 apply also to compliance samples submitted to a contract laboratory. *Please fill forms out legibly and consistently.*

**Disposition of contracted samples and records:** As soon as practical, send a copy of the OSHA 91A and the Contract Laboratory results to SLTC along with any samples which need to be archived (If they have not been used up in analysis). The information will be added to LISA and any accompanying samples will be archived for 6 months (1 year for asbestos) or indefinitely if it is determined to be in the best public interest.

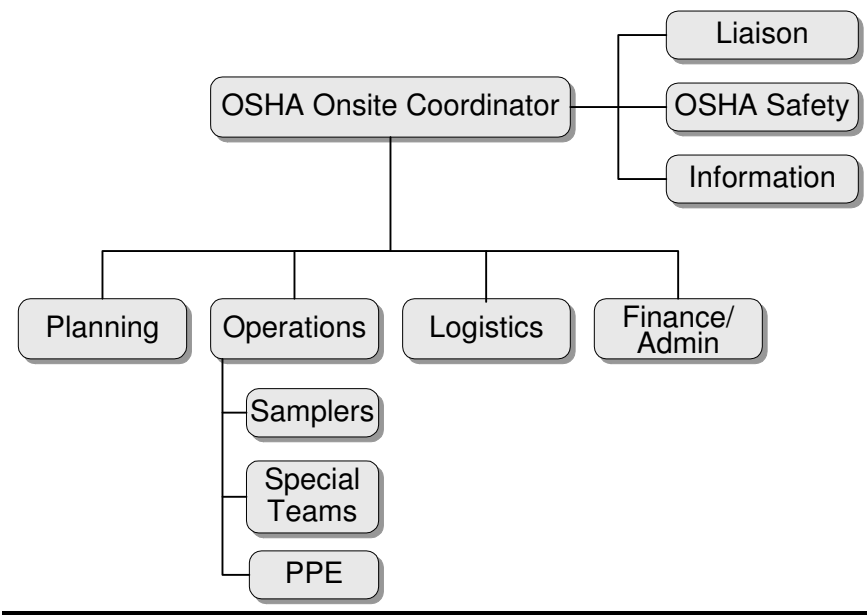
**APPENDIX I. INCIDENT COMMAND SYSTEM**

Illustration of the ICS Concept and Example Structures for Small and Large Scale Responses

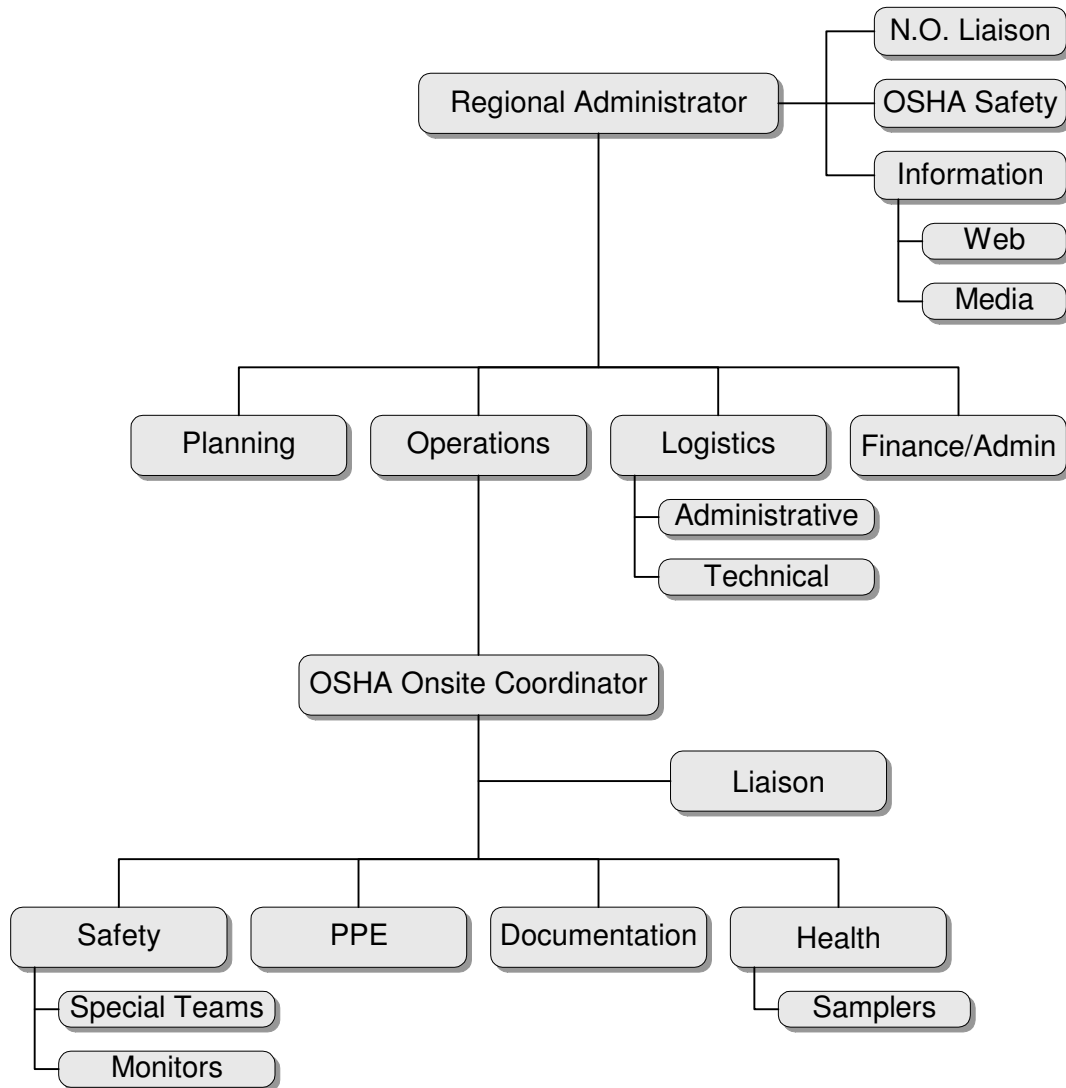
**Incident Command System**



**Example Structure for a Small Scale, Regional Response**



## Example Structure for a Large Scale, National Response



## **APPENDIX J. OSHA EMERGENCY OPERATIONS CENTER EQUIPMENT LIST**

The EOC facilities promote the active support of field response in addition to providing incident tracking capability. A readily accessible resource area is maintained with current electronic and hard-copy reference materials such as emergency plans and procedures, safety analyses, and offsite demographic data. The EOC is outfitted with the following electronic, communications, and computer equipment to facilitate efficient command and control operations:

1. A TV/VCR – to monitor news and weather as it relates to events, to watch press conferences, and identify sources of misinformation.
2. A communications system (reserved – system is under evaluation) – to communicate with Regional and onsite OSHA personnel and other Federal organizations. The system will include at least two National Office satellite telephones and may include Nextel telephones, hand-held radios, hand-held computers with cellular internet capabilities, secure cellular telephones, and pagers with text messaging capabilities.
3. Expansion of the existing networked computer system – to include 6 available terminals and appropriate network connections to track events, prepare reports, prepare news releases, send and receive email, prepare and deliver briefings, and document National Office response tasks.
4. Laptop and PDA computer equipment – for use by dispatched National Office personnel for remote access (internet and intranet) and communication (via email).
5. Two (2) fax machines – to send/receive documents.
6. A copy machine – to copy essential documents for distribution.
7. Essential office supplies – paper, pens, etc.
8. Secured Equipment – a minimum of one computer is certified for use of classified and sensitive information. This equipment is dedicated desk top computer isolated from other computer equipment and National Office response personnel without the appropriate clearance/authorization. Secure telephonic communication shall be provided.

**APPENDIX K. – REMP RESPONSE CHECKLISTS - REFER TO THE NATIONAL EMERGENCY MANAGEMENT PLAN (NEMP) FOR USE OF CHECKLISTS AS NEEDED TO MANAGE SPECIFIC SITE EMERGENCIES.**

**APPENDIX L - VPP Participants in Region IV**

**NOTE: A COMPLETE CURRENT LISTING OF ALL VPP PARTICIPANTS AND SGE's IN REGION IV CAN BE OBTAINED FROM THE ARA FOR COOPERATIVE PROGRAMS, BILL GRIMES, OR FROM THE REGIONAL VPP PROGRAM MANAGER, SUSAN SIKES, (404) 562-2258**

**APPENDIX M – LESSONS LEARNED FROM EXERCISES**

**THIS APPENDIX IS RESERVED FOR INCLUSION OF TABLE TOP EXERCISE DESCRIPTIONS AND LESSONS LEARNED CRITIQUES**